

The Construction Specifications Institute  
Northeast Region  
Region Administrative References dated August 6, 2005

Part 6 – Region Conference Guidelines – Adopted August 27, 2005

**PREFACE** – These “Guidelines” are intended to be information and are for an advisory purpose to help a Host Chapter Committee better understand and organize the necessary resources to host a Region Conference. They are NOT requirements but suggestions based on past experience. These “Guidelines may be revised or amended at any time with the approval of the Region Secretary.

These “Guidelines” provide the opportunity for each Host Chapter Committee to assist all future Host Chapter Committees to improve each succeeding Conference and to provide a warning of unexpected events that should be avoided by future Committees. Following each Conference, the Host Chapter Committee should provide the Secretary with any suggested modification to these “Guidelines” that would benefit future Committees.

See Part 4, Region Policy, Section 14, Region Conference Host Committee, Article 14, Region Conference Host Chapter Committee for mandatory requirements related to the Conference or the Host Chapter Committee.

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1. PURPOSE of Region Conference

- A. Region Conferences should be held annually to conduct Region business, to promote CSI among allied professionals and the construction industry, to inform membership of Region and Institute affairs, to provide a forum for discussion of Chapter, Region and Institute activities, and to provide relevant and timely technical programs of interest to both Professional and Industry members.

2. HOST CHAPTER CONFERENCE COMMITTEE

- A. The Conference should be hosted by the Chapters on a volunteer basis and consecutive conferences should not be held in the same state if it can be avoided.
  - 1. Two or more Chapter may jointly host a Conference with the approval of the Board.
  - 2. When multiple Chapter host a Conference, the division of duties should be clearly understood between or among the host chapters
- B. Host Chapters shall be selected based on a “Recommendation” from the Chapter with documentation of the Recommendation indicating the reasons for the Chapter “Volunteering to Host the Conference”, the Chapter resources that are available to facilitate the planning of the Conference and the proposed dates of the Conference.
- C. Host Chapters should be selected at least two full years in advance.
- D. Host Chapter President should appoint a Host Chapter Conference Committee Chair within two months of the Board approval to host the conference

- E. Responsibilities:
  - 1. The Host Chapter Conference Committee shall have overall responsibility of planning the Conference reporting directly to the Executive Committee. One member of the Executive Committee should be designated as the “Primary Contact”

### 3. PRELIMINARY CONFERENCE ARRANGEMENTS

- A. The Conference should be held in September or October, unless specifically approved otherwise by the Board.
- B. Preliminary budget and general program must be submitted to the Board a minimum of one (1) year prior to the Conference. The Conference budget and general program must be approved by the Board.

### 4. ADMINISTRATION

- A. All affairs and business of the Region Conference are the Responsibility of the Region Executive Committee.
- B. The Host Chapter Conference Committee is responsible for:
  - 1. The planning and operation of the Conference.
  - 2. Conference fund raising.
  - 3. Development of the detailed program.
  - 4. Acquiring of speakers.
  - 5. Arranging for necessary facilities (Contracts or facilities must be signed by Region President and Secretary)
  - 6. Meeting space for the Annual Meeting and for Executive Committee or Board Meetings held in conjunction with the Region Conference.
  - 7. Development of programs for spouses, guests and children.
  - 8. Promotion and publicity for Conference
  - 9. Conference Registration
- C. As a minimum, the Committee should consist of a Chair, Vice Chair, Secretary, Treasurers and additional individual members or subcommittees should be responsible for:
  - 1. Conference Promotion
  - 2. Sponsors and exhibits
  - 3. Registration.
  - 4. Technical Programs.
  - 5. Printing and mailing.
  - 6. Site arrangements.
  - 7. Social activities.
  - 8. Finances.
  - 9. Workshops.
- D. All Annual Meeting arrangements except for arrangements for the Meeting space are done by the Executive Committee.
- E. Reports – See Part 4, Region Policy, Section 14, Region Conference Host Committee, Article 14, Region Conference Host Chapter Committee for required reports

### 5. USE OF REGION WEBSITE

- A. To the greatest extent possible, the Host Chapter Committee should take advantage of the communication services that can be provided by the Region Website to promote the Conference.
- B. The Host Chapter Committee should either arrange for on-line Conference Registration through the Region Website or have Registration Forms that can be downloaded from the site (or both).

## 6. FINANCES

- A. All Conference accounting and financial management is done under the oversight of the Region Treasurer.
- B. A separate account should be established for the Conference so that funds are not commingled with Chapter Funds or other Region Funds.
- C. The Region Conference should be entirely self-supporting through the use of registration fee, advertisements, sponsors, and other such means as approved by the Region Executive Committee. Registration fees must be recommended by the Host Chapter Conference Committee and approved by the Executive Committee.
- D. Upon request, funds for early Conference expenses and “start-up financing” may be made available to the Host Chapter Conference Committee approximately one (1) year in advance of the event up to the amount so budgeted in the Region annual budget. All such funds advanced to the Host Chapter Conference Committee are to be considered a loan which must be returned to the Region Treasury within 60 days following the Conference (NOTE: See Region Policy on Region Conference Host Chapter Committee).
- E. The Region Conference should be planned to produce a small financial surplus to cover any unexpected expenses and to assist in the general operations of the Region. If the final accounting of income and expense for the Conference shows a surplus, 50% of any surplus will be retained by the Host Chapter Conference Committee and the remainder turned over to the Region Treasury (NOTE: See Board Policy on Region Conference Host Chapter Committee for distribution of “Surplus” or the coverage of “Deficits”)

## 7. SUGGESTED SCHEDULE OF EVENTS

- A. Day preceding Region Conference
  - 1. 12:00 noon to 6:00 pm - Conference Registration and Information Desk open
  - 2. 1:00 pm to 5:00 pm – CSI Certification Exams (Note – Advance arrangements should be made with the Institute at least 4 months prior to exam date)
  - 3. 1:00 pm to 5:00 pm - Recreational Event with separate registration fee
  - 4. 6:00 pm or later – Dinner, on your own (not a Conference activity)
- B. Conference – Day 1
  - 1. 7:30 am to 9:30 am – Continental Breakfast (All that are registered for Conference)
  - 2. 7:30 am to 9:30 am – Region Nominating Committee Breakfast Meeting (If required to Nominate a new Institute Director)
  - 3. 8:00 am to 5:00 pm - Conference Registration and Information Desk open
  - 4. 10:00 am to 11:30 am – Keynote/Feature Speaker
  - 5. 11:45 am to 1:00 pm – Welcome and introduction Lunch
  - 6. 1:15 pm to 2:45 pm – Concurrent Workshops on Institute or Region programs/activities
  - 7. 2:45 pm to 3:30 pm – Coffee Break in Exhibit space

8. 3:30 pm to 5:00 pm - Concurrent Workshops on Institute or Region programs/activities
9. 5:30 pm to 6:30 pm – Beverages in the Exhibit space
10. 7:00 pm to 10:00 pm – Special Event including dinner with extra fee or Dinner on your own

C. Conference – Day 2

1. 7:00 am to 8:30 am – Continental Breakfast (All that are Registered for Conference)
2. 7:00 am to 8: 30 am – Region Executive Committee Breakfast Meeting
3. 8:00 am to 1:00 pm - Conference Registration and Information Desk open
4. 8:30 am to 9:45 am - Keynote/Feature Speaker
5. 9:45 an to 10:15 am – Single or Concurrent Technical Sessions
6. 10:15 am to 10:45 am – Coffee Break in Exhibit space
7. 10:45 am to 12:00 noon - Single or Concurrent Technical Sessions
8. 12:00 noon to 1:00 pm – Lunch (Possibly some Award or Recognition Presentations at Institute Directors option)
9. 1:15 pm to 2:30 pm – Single or Concurrent Technical Sessions
10. 2:30 pm to 3:15 pm – Coffee Break in Exhibit space
11. 3:15 pm to 4:30 pm – Single or Concurrent Technical Sessions
12. 5:00 pm to 5:30 pm – Distinguished Service Award Reception – By invitation
13. 5:30 pm to 7:00 pm Cocktails and Region Scholarship Auction
14. 7:00 pm to 10:00 pm – Region Awards Banquet

D. Conference – Day 3

1. 7:30 am to 9:00 am – Continental Breakfast (All that are Registered for Conference)
2. 7:30 am to 9: 00 am – Chapter Presidents Breakfast Meeting – By invitation
3. 09:00am - 10:00am - Institute update (Organized by Institute Directors)
4. 10:00 am to 10:15 am – Coffee Break
5. 10:15 am to 12:00 noon – Region Forum and Annual Meeting (Organized by Institute Directors)
6. 12:00 noon – Conference Adjourns
7. 12:00 noon to 7:00 pm – Region Board Meeting

End of Part 6