Regional Conference Committee

The location of the Regional Conference is determined by the Regional Chair, in conjunction with Regional Membership and Regional Council Members. Location of the Regional Conference site should take place 2-3 years in advance. Efforts should be made to involve IDEC members to serve as local hosts prior to final selection of the site.

It is the intent to locate the Regional Conference with the various locations that will facilitate travel of members. Most regions rotate from one university to another. Some of the regions alternate every other year to a city market center to utilize manufactures / showrooms to host the conferences and assist with sponsorships.

The Regional Conference Committee plans and executes the Regional Conference for their respective region with the assistance of IDEC staff.[1] The Regional Conference Committee should work closely with IDEC and the Director of Regions. The Conference includes but not limited to: regional business meeting, presentations, poster presentations, panels and other activities as deemed appropriate for the venue and/or current needs of the region.

[1] All hotel and other contracts MUST be signed and handled by IDEC office

Committee Composition & Appointments

Chair: The chair of the Conference Committee is the **Regional Chair** who will be in office at the time of the conference.

Committee Members:
- **Regional Conference Coordinator/Hosts** – responsible for coordinating events and activities associated with regional conference
- **Regional Scholarship/Proceedings Coordinator** – compile regional proceedings; follow-up contact to verify regional conference participation
- **Regional Creative Scholarship Coordinator**- liaison to professionals to identify design professionals serve as creative scholarship reviewers. Professionals should be identified from diverse areas of practice and representative of region. (There should be representation of one educator to serve as a reviewer)
- **IDCEC Liaison** – works with each **Regional Conference Coordinator/Host** to assist **IDEC staff** in completing submission forms to result in continuing education credit for regional conferences.

IDEC Staff Liaison: The IDEC Staff members responsible for the conference serve as a liaison to the committee.

Time Commitment: varies per week

Responsibilities and Duties
- The goal of the **Regional Conference** is to
  - Provide a less expense avenue for the membership to attend an IDEC conference with peer-reviewed/refereed acceptance.

- o Be self-sustaining. Securing sponsorships may need to be a priority. Some regions utilize the same sponsors year after year.
- With Board approval, the **Director of Regions, Regional Chair** and **Executive Director** establish the conference fee and schedule.
- The **Regional Chair** and the **Conference Host** create and coordinate the following for review by the **Director of Regions**:
  - o the conference timeline
  - o budget considerations
    - Graduate student stipends (varies per region)
    - IDCEC expenditure
    - Registration cost per region (types and early bird registration)
    - Projected attendance per region
  - o tours/site visits and confirmation
  - o food and beverage selections
  - o blocks of rooms and meeting spaces
  - o pre- and on-site registration
  - o content and printing of conference proceedings and brochures conference favors, awards, certificates
  - o registration materials and badges
- The **Regional Chair** and the **Conference Host** create and coordinate the following for approval by the **Executive Director**:
  - o hotel negotiations and contracts
  - o additional contracts as necessary
  - o vendor donations

Programs, Events, and Committees

- Regional Conference
  - o Regional Chair – provides IDEC Headquarters with marketing, dates, and information for promoting Conference
- Regional Proceedings
  - o Regional Scholarship/Proceedings Coordinator & Creative Scholarship Coordinator – will provide IDEC Headquarters with final abstracts to be published on IDEC website, Regional Proceedings

Calendar & Deadlines

14-16 Months in Advance of Regional Conference

- Establish site location, Conference theme/dates and dates.

12-9 Months in Advance of Regional Conference

- Negotiate technology issues to make sure site(s) are compatible (if there is to be a charge for technology use/time will need verification from regional chair for amount)
- Negotiate conference hotel or hotel for membership if conference is at a university or market center. All contracts MUST be signed by Executive Director of IDEC. No region has the authority to sign a contract. Identify available lodging opportunities. Identify one or two hotels to accommodate conference attendees and work to establish price point for conference attendees. If the conference does not typically have a "set" conference hotel, the sponsoring school/individual should create a listing of hotel options, price

points, and web site links so that conference attendees can easily locate accommodations
- Work on logistics of Conference Theme/Focus to identify the needs for speakers and possible tours to be coordinated with conference.
- If the hosts would like to coordinate possible tours/site visits for the meeting, start making contacts early November. Members are excited to hear about tours as well as the conference theme/focus at the annual conference, this will help encourage new members to attend as well
- Develop a list of possible vendors/sponsors for: Continental breakfasts, breaks, lunches, receptions, etc.

Winter (Dec/Jan/ Feb)
- Conference chair/host and regional chair will start preparing a budget for the conference to be presented at the regional retreat prior to annual conference. Budget should be finalized by annual conference. Verify with Direct of Regions regarding budget template to assure everything is budgeted and covered. Each region may include other items within the budget besides conference but this must be approved and determined at prior regional meeting. (example. Funding for graduate scholarships to attend annual)
- Contact vendors/ conference donations. IDEC Executive director will handle all transactions. All transactions must be communicated with Director of Regions and IDEC Executive director.

Prior to Annual Conference at Regional Chairs workshop
- Regional conference budget must be completed and brought for approval.
- Present location, dates, cost to attend conference.

During Annual Conference / Regional Meeting
Training for Regional Chairs
- Conference host will provide a teaser with dates and a presentation where the conference will be located.
- Regional meetings will confirm and identify where the next two years conference will be located.
- Provide log in information and encourage members to sign up to be a reviewer for regional and annual abstracts.
- Training session for future conference chair/host with regional chair will be held during annual conference.

Spring (March/April)
- Confirm with IDEC your region has sufficient reviewers, if not do a call late March with the assistance of the scholarship committee. All reviewers must go through training to be accepted.
- Regional Chairs will provide a list of professionals to mix with educators to review Creative Scholar entries. ?????
- Site host and regional chair create a draft of Conference Registration Form

- Work with IDEC Headquarters to develop On-line Registration Form Information – There will be one On-Line Registration Site that will have individual sections for each of the regions' conferences.
- On-Line Registration (posted no later than June 1) Set final registration fee - based on vendor support and other required expenditures to support conference. Regional Chair will verify registration cost in consultation with Regional Host and Director of Regions.
- Contact vendors to finalize financial support various activities

April
- Call for submissions to Regional Conference

May
- Submissions close May 20th
- Abstracts reviewed in May/ early June
- On Website: Dates of Regional Conference posted with themes and dates
- Finalize conference schedule [Regional Chair will help in organizing paper presentations, round tables, etc.]

June
- Acceptance letters sent out June 30/July 1
- Student Competition Posted June 30
- Final Posting of Regional Conference with conference fees and hotel accommodation cost on website.

July/ August
- Regional Chair / Conference Chair review and confirm everything is in order.
- July 15 – Full agenda of Regional Conferences posted on website.
- IDCEC submissions

September
- Finalize/test run technology prior to conference (if multiple sites are to be used)
- Early Bird Registration ends September 15 (earlier depending on final conference dates)
- Final Registration –October 1 (these dates can change…depending on catering timelines for final count)
- As schedule is finalized, provide the following to regional chair to distribute to those registered to attend
- List for nearby hotel accommodations if the conference is not located at a hotel
- List of restaurants in the area
- Information bags created for conference attendees with surrounding tour information, restaurants, etc.
- Information on transportation such as public transit options (posted to IDEC website as necessary)

Regional Conference Budget Sample

Region Conference	2016-2017	Actual 2017-2018	Budget 2017-2018	Budget 2018-2019	Actual (As of 10/2018)
Revenue					
Registration	4,545.00	5,000.00	4,375.00	3,600.00	
Sponsorship	5,400.00	3,900.00	4,000.00	2,900.00	
TOTAL REVENUE	9,945.00	8,900.00	8,375.00	6,500.00	
Expenses					
Audio Visual	0.00	0.00	0.00	0.00	
CEU/IDCEC	232.17	247.24	400.00	0.00	$ 300.00
Food & Beverage	2,866.44	2,185.56	2,420.00	2,850.00	
IDEC Foundation/Scholarship	1,450.00	3,900.00	2,000.00	1,750.00	
Other	2,472.47	748.70	1,746.82	343.00	
Printing	84.92	0.00	40.00	326.00	$ 81.00
Room Rental	250.00	0.00	0.00	0.00	
Speakers	100.00	0.00	50.00	100.00	
Supplies	0.00	0.00	0.00	40.00	
Travel	500.00	0.00	500.00	1,060.00	
Website/Omni	0.00	0.00	0.00	0.00	$ 100.00
TOTAL EXPENSES	7,956.00	7,081.50	7,156.82	6,469.00	**$ 481.00**
CHANGE IN NET ASSESTS	1,989.00	1,818.50	1,218.18	31.00	**########**