

BAYLOR CAMPUS CONFERENCE CHECKLIST

A Year of Planning and Coordinating

Coordinating a conference takes many months of planning and coordination and will require the assistance of numerous volunteers to make such an event successful. It is essential that any event be planned at least a year in advance to ensure that resources are secured and spatial and temporal conflicts are avoided. Some tips for planning and coordinating a conference on the Baylor campus are described below. If needed, the Office of the Vice Provost for Research will be happy to guide you or your department/center/institute through this process.

AS EARLY AS POSSIBLE (MORE THAN 1 YEAR IN ADVANCE):

	Schedule conference staff meetings <ul style="list-style-type: none"> • Determine publicity / advertising schedule and call for papers, if applicable (See <i>Baylor Campus Conference Checklist - Planning a Public Strategy</i>) • Decide registration fees. • Check budget.
	Set dates <ul style="list-style-type: none"> • Check the University Calendar for possible conflicts, such as major sporting events, conferences, holidays and University programs (such as Thanksgiving and Easter services, Homecoming, Parents' Weekend, Sing, sporting events, etc.) Contact Lorraine Kerr, Planning Council Calendar.
	Reserve meeting rooms, breakout rooms, workshop rooms, and/or banquet rooms <ul style="list-style-type: none"> • Bill Daniel Student Center -contact Ashley Blassinghame at x3211. • 5th floor, Cashion Building -contact Carolyn Boeche at x6990. Completion of an online form is required. • Theaters in Hooper-Schaefer Fine Arts Center contact Sue Koehler or Jim Allen at x1861. <ul style="list-style-type: none"> ○ Obtain forms for Cashion or Hooper-Schaefer and submit a diagram of room/stage arrangements, if needed. • McCrary Music Building - contact Richard (Dick) Veit at x3991. • Baylor Sciences Building - contact Valerie Hammond at x2406. • The above mentioned facilities are not the only buildings that can be used for events. Other campus buildings may better accommodate your guests, depending upon size and need.

6 MONTHS PRIOR

	Conference staff meeting <ul style="list-style-type: none"> • Determine need for volunteers (shuttle drivers, registration table, ushers, and greeters at plenary sessions to hand out programs.) • Create advertising brochures / call for papers. • Determine number of brochures needed for handouts and mailing.
	Contact student groups (if relevant) <ul style="list-style-type: none"> • Student Chamber of Commerce • Student Foundation • Chi's Women's Service Organization
	Contact speakers <ul style="list-style-type: none"> • If high-profile speakers are being sought, earlier contact may be initiated. • Request vita, address and phone number, social security number (for honoraria, if needed) and head shot photo for publicity. • Speaker may want to make his/her own travel arrangements and submit travel expenses at a later date. • If speaker wants help with travel arrangements, work with local travel agent and prepare requisition to pay agent for tickets. <ul style="list-style-type: none"> ◦ Travel Agent of choice is Allen Samuels House of Travel, 772-7511
	Reserve radios (if needed) <ul style="list-style-type: none"> • Hand held radios (walkie-talkies) can be obtained through the Student Life Office (contact Doris Hambrick at ext. 1761) • 5 radios are sufficient for a large conference, but even two are helpful. Make sure you charge them during the night. • The radios are expensive (about \$200 each) so do not lose them.

4 MONTHS PRIOR

	Conference Directors: <ol style="list-style-type: none"> 1. Set program schedule <ul style="list-style-type: none"> • Allow time for breaks (bathroom/refreshments). • Set start times for plenary or introduction sessions to coincide with start time of classes. • Assign session chairs. • Put program schedule on web site as soon as it is ready. • Request CVs from all participants. 2. Draft conference program 3. Advertise conference to potential exhibitors of interest
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3 MONTHS PRIOR

	Conference staff meeting <ul style="list-style-type: none">• Identify A/V equipment needs and meeting room arrangements.• Decide on any additional or special activities, events, or meals.• Discuss printed conference program.
	Reserve A/V equipment <ul style="list-style-type: none">• Microphones: You should have one podium mike and one lapel mike (try to discourage use of lapel, but sometimes it is necessary with overheads.) Have at least one, and preferably two audience mikes for Q/A sessions. For panel sessions, determine need for tables and table mikes.• Other AV needs: Overhead projectors (for plenary sessions, always have a backup projector since they frequently go out), LCD projectors, screens, slide projectors, video players and monitors, etc.• For Bill Daniel Student Center, call Sue Moore, x3211 for all AV needs.• For Cashion, call Casey Pittman, x4209 for A/V.• Kent Ellis (x6559, Audio_Visual@baylor.edu), Associate Director, Facility Services, University Host, is responsible for A/V equipment.• For McCrary Music Building, call Jim Grady, x2890.
	Mail conference flier/brochure to external audiences <ul style="list-style-type: none">• Send mail through bulk mailroom, Goebel Building.• Bulk mail can be used if you have at least 200 pieces of identical mail being sent at the same time. Bulk mail charges are determined by the amount of services provided by the bulk mailroom. Bulk mail adds additional charges to attach labels to envelopes or brochures and to put the pieces in zip code order.• Mail brochure to each program participant and to everyone on mailing lists.
	Contact hotel <ul style="list-style-type: none">• Reserve rooms for speakers.
	Notify ARAMARK (Catering - Host Services) <ul style="list-style-type: none">• Contact ARAMARK (Angie Freeman at x4762) to notify them of the upcoming event. It is not necessary to select menu or have an exact headcount at this time.

2 MONTHS PRIOR

	Conference staff meeting <ul style="list-style-type: none">• Finalize guest list for special events.• Confirm book list for bookstore sales.• Confirm needs for registered exhibitors. (Electrical, table, chairs, table drapes)
	For audio assistance contact Bill Lechner at x2910 <ul style="list-style-type: none">• Public address system, including lectern• Audio recording of symposium• A/V equipment
	Bookstore for book signings, if applicable <ul style="list-style-type: none">• Notify Rick Busby at the Baylor Bookstore of major speakers for the conference. It is also helpful to send Rick a list of book titles of each of the main speakers.• When configuring space by registration table, the bookstore usually takes 2-5 tables, depending on size of conference to set out books.• The bookstore has sole rights to sell the books of the major speakers. Other publishers/writers may set up booths selling their own works, but none of the headlining people can be sold.

6 WEEKS PRIOR

	Conference staff meeting <ul style="list-style-type: none">• Identify local hosts for speakers –for airport pickups and meals
	Produce printed program <ul style="list-style-type: none">• Get schedule to PR
	Transportation/Vans <ul style="list-style-type: none">• Call Susie Johnston at x4101 to set up vans for transportation. You will need to provide an itinerary and number of guests to be transported. Susie will be able to schedule van tours also.• Call Enterprise Rental at 714-2688 to reserve rental cars if needed.• Contact University Host, Allison Brooks x2407 to request campus tours.
	Mail brochure to Baylor audiences

1 MONTH PRIOR

	Conference staff meeting <ul style="list-style-type: none">• Finalize details and administrative responsibilities for the conference.
	Update ARAMARK <ul style="list-style-type: none">• Notify ARAMARK (Angie Freeman at x4762) of menu and approximate head count. If numbers change drastically, keep Angie posted of the changes, especially for meals.• Angie will notify you of table needs for the food set up. You will need to place a work request through Facility Services (on the web) for table set up and pick up. Be specific on the work order request as far as placement and specific directions.• Three days before any catered meals give ARAMARK an exact head count.• Arrange for skirting of tables and delivery of extra water pitchers and glasses (for the speakers.)
	Send letters of confirmation: <ol style="list-style-type: none">1. For main speakers<ul style="list-style-type: none">• Letter should include a complete, specific schedule of the speaker(s) entire stay at Baylor. Include flight schedule, the arrangements for pick up at the airport, when and where they will be eating each meal, the pickup time for the conference, when they are speaking, and when they will be dropped off at the airport (you can either offer to take them back or book them on the Hilton shuttle back to the airport).2. For registered participants<ul style="list-style-type: none">• Include map, shuttle schedule, and registration times for the participant's arrival at the conference.3. For session chairs/introducers<ul style="list-style-type: none">• Include time of session, CV of presenter(s)
	Physical arrangements <ul style="list-style-type: none">• Schedule all table and chairs needed through Facility Services by submitting an on line service order request (http://www.baylor.edu/Facility_Services/). Be specific with numbers of tables and chairs needed, time for set up and location. The tables are all 8' x 10'.• If you are using the Bill Daniel Student Center, table, chair and A/V arrangements should be made through Carolyn Boeche at x 6990 (NOT Facility Services.)• Call Angie at ARAMARK to request table drapes. (ARAMARK will do this for food tables, but will charge for any other table drapes needed.) Angie will send you a work order, but you will need to confirm the account number and department to charge.• If exhibitors need anything other than tables and chairs, contact Facility Services at x1361 to discuss. There is a charge for power strips, etc.

	<p>For greenery or floral arrangements contact Harry Reed of Reed's Flowers at 753-3617 or RoseTrees at 836-9191</p> <ul style="list-style-type: none"> Plants can be leased. Make sure specific instructions are made clear with Harry (especially if you need flowers in different places)
	<p>Conference speaker backdrop (Large Baylor-green backdrop)</p> <ul style="list-style-type: none"> The Public Relations department has several choices.
	<p>Additional advertisements</p> <ul style="list-style-type: none"> Electronic banner outside cashier's annex - contact Student Activities, submit request form. Electronic banner inside Bill Daniel Student Center - contact Sue Moore at x3211. Posters on bulletin boards around campus - Go by Student Activities to get approved. Make sure you show the approved poster to the manager of each building you plan to put the posters, otherwise it will be taken down. Street banners - contact The Baylor Chamber of Commerce at x3322
	<p>Request honorarium for speakers</p> <ul style="list-style-type: none"> Submit voucher for each speaker to Accounts Payable. <u>Social security numbers</u> and home addresses are required. (It is usually best to have Accounts Payable call you for check pick up, so that these can be given to speaker at event.)

1 WEEK PRIOR

	<p>Conference staff meeting</p> <ul style="list-style-type: none"> Last minute details
	<p>Create</p> <ul style="list-style-type: none"> Name tags Registration listing of participants Information packets: <ul style="list-style-type: none"> Program Map of Baylor Brochure on Baylor Info on any institutes or centers involved and/or ongoing research and scholarship pursuits at Baylor Waco Visitors Guide (Available through Host Services) Restaurant list Transportation schedule Surveys Giveaways and goodies (pens, pads, discounts to local attractions, and other conference toys)

	<ul style="list-style-type: none"> • Signs for parking direction, if needed • Signs to guide visitors to the proper lecture halls for each session - place on easels throughout the venue
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WEEK OF SYMPOSIUM

	<p>Double check arrangements!!</p> <ul style="list-style-type: none"> • Confirm room reservations, particularly for after-hours or weekend times • Prior to beginning of event, check room set up to make sure correct. Allow enough time before the starting time to contact Facility Services (x1361) or ARAMARK (x4762) if something isn't correct. • Make sure ARAMARK has proper billing address for final invoicing.
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WEEK AFTER SYMPOSIUM

	<p>Send thank you notes to all who helped with the conferences.</p> <ul style="list-style-type: none"> • Include thank you letters to all people and organizations (both Baylor and external) that helped and/or donated money toward the conference. <p>Finalize financial settlements for all speakers.</p>
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The preceding information has been provided based upon prior experiences in coordinating many conferences on the Baylor campus. If you find any of this information inaccurate, or believe that others may benefit from additional information, please send updates to research@baylor.edu. Your feedback is greatly appreciated.