



CONFERENCE GUIDELINES

(Separated from Conference Policy)

As of
2007 Biennial RAD Conference
Atlanta, Georgia
July 2007

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I. PROCEDURE

1. Executive/board/delegate meetings on:
 - A) major issues
 - B) decision-making
 - C) determination for new directions
 - D) expression of concerns and desires
 - G) fund-raising projects
2. Development of awareness of what is at the conference through service as a host for better understanding toward deaf lesbians and gays.

II. DEVELOPMENT

1. Plan
2. Conference Bid Committee
3. Conference Structure
4. Budget
5. Evaluation

III. PLAN

1. Who may bid?
 - A conference bidder must be a member of affiliate chapter of the Rainbow Alliance of the Deaf.
2. Selection of conference date
 - Must be held between last week of June and middle of August.
3. Selection of conference site
 - A) Hotel must be tolerant of our gay lifestyle.
 - B) All conference hotel policies must be strictly observed.
 - C) The prerequisites are to be met by Alliance standards:
 - 1) Affordably convenient transportation from and to the airport.
 - 2) Ample wheel-chair access to meeting and other spaces and certain facilities provided for the deaf and deaf-blind.
 - 3) Accessible to reasonably priced restaurants or eateries.
 - 4) Reasonably priced major transportation facilities to gay and lesbian establishments.
 - 5) Thorough scrutiny of the hotel contract.

IV. BID

1. Statement of conference bid plans
 - A) Date of conference
 - B) City of conference
 - C) Hotel headquarter

- D) Confirmation letter from hotel
- E) Hotel package deal and preliminary fees
- F) Formal conference-bid letter to the secretary
- G) Money order of US \$50.00
- H) All of the above items are required to be mailed to the secretary sixty (60) days prior to the conference.

V. CONFERENCE COMMITTEES

1. Executive Committee
 - A) Chairperson(s)
 - B) Committee secretary
 - C) Committee treasurer
2. Committees (suggested)
 - A) Registration
 - B) Education
 - C) Workshop
 - D) Special Events
 - E) Public Relations
 - F) Food & Beverage
 - G) Transportation
 - H) Entertainment
 - I) Hospitality
 - J) Program Book
3. Chairperson
 - 1) Two chairpersons (co-chairpersons) highly recommended, but not required.
 - 2) If co-chairpersons, one gay and one lesbian.

X. DUTIES OF EXECUTIVE COMMITTEE

1. The chairperson(s) shall
 - A) supervise, give advice and coordinate conference projects.
 - B) provide leadership guidance.
 - C) chair conference planning committee meetings.
 - D) create liaison with chapter members, conference plan committee and Alliance executive Board.
 - E) monitor committee's work progress.
 - F) make a report on conference plan progress to chapter officers and members.
 - G) appoint an assistant chairperson, a committee secretary, a committee treasurer and an emcee.
 - H) appoint a director for each committee.
 - I) become a committee spokesperson.

- J) chair the committee meetings.
 - K) be required to attend the general conference plan committee meetings.
 - L) prepare and submit reports to the general conference plan committee meetings.
 - M) set goals and priorities set for the committees.
 - N) make decisions and plans on courses of action.
 - O) make reports on progress of convention planning\ committees.
2. The committee secretary shall
 - A) record committee meetings.
 - B) maintain a roster of the committee members.
 - C) file correspondence.
 - D) perform other duties as assigned by the chairperson(s).
 3. The committee treasurer shall
 - A) record all incomes and expenditures.
 - B) pay all the bills approved by chairperson(s).
 - C) report all income, expenses and balance at committee meetings.
 - D) perform other duties as assigned by the chairperson(s).

XI. DUTIES OF COMMITTEES

- The education workshop committee shall
- A) develop education workshops
 - B) coordinate the special speakers
2. The registration committee shall
 - A) develop and oversee both pre-registration and registration procedures
 - B) coordinate with committee treasurer.
 - C) prepare pre-registration forms with program agenda, special rates, registration deadlines, and refund standards.
 - D) send out pre-registration forms to the chapter members.
 - E) send receipt to registrants, if necessary.
 - F) send copy of registrants' names and addresses to the Treasurer of the Alliance.
 3. The public relations committee shall
 - A) orchestrate a promotional campaign of the conference program.
 - B) develop press releases and public service announcements.
 - C) create posters, conference press, slides, photographs and news/feature articles.

4. The foods & beverages committee shall
 - A) work with hotel manager in arranging meal plans, banquet, buffet and special parties.
 - B) perform other duties upon request from Alliance Executive Board.
 - C) oversee the committee in preparation of moonlight parties.

5. The transportation committee shall
 - A) provide information on affordable transportation options to the hotel from the transportation service centers (airport, train and bus stations).
 - B) check for affordable transportation links from and to the hotel and gay and lesbian establishments.

6. The pageant committee shall
 - A) develop pageant program
 - B) invite special performers and guest speakers
 - C) coordinate pageant shows.

7. The hospitality committee shall
 - A) arrange accommodations for special guests and guest speakers.
 - B) provide transportation for special guests and guest speakers to/from the airport.

8. The program book committee shall
 - A) negotiate with chairperson for publication cost of program book.
 - B) prepare and edit program book.

XIII. EVALUATION/FOLLOW-UP

1. Evaluation analysis
2. Final committee reports
3. Final budget reports.
4. Final comprehensive conference report to conference-host chapter and Alliance president
5. Send thank-you letters to speakers, performers and others
6. An appreciation party for the conference committees after the conference.
7. Letter of reference by hotel manager to be sent to Alliance Secretary within 30 days after the conference.

XIV. PLAN ACTION

A tax I.D. number must be obtained from the Internal Revenue Services (IRS) before any incomes through donations and other sources go into effect. Check with the Alliance Treasurer to determine whether you need to apply for one.

XV. PROGRAM

1. A conference program may contain:

- A) Events and activities at conference.
- B) Extracurricular activities or advertisements.
- C) Notes of congratulations from deaf and lesbian/gay communities.
- D) Letters from mayor, chapter presidents or prominent members.
- E) Photos of Alliance officers, conference committees, guest speakers, contestants and others approved by Alliance Executive Board.
- F) Alliance or conference-host chapter logo.
- G) Others approved by Alliance Executive Board.

The program shall be arranged and acknowledged by the conference committee after approval from the Alliance Executive Board six (6) months in advance.

- 3. The programs shall be distributed to combo/individual ticket or program book purchasers only.
- 4. The program may be included in registration package with itinerary and other informative materials.
- 5. The program which is considered the most important material of whole package must be edited according to RAD standards.
- 6. The program shall be printed in English, French and Braille if necessary.

XVI. DEADLINE

The conference chairperson must set up a deadline schedule of committee tasks.