



CONFERENCE POLICY & GUIDELINES

As approved at the
2005 Biennial RAD Conference
Washington, DC

I. INTRODUCTION.....	3
II. BRIEF HISTORY.....	3
III. PURPOSE.....	3
IV. PROCEDURE.....	3
V. DEVELOPMENT.....	3
VI. PLAN.....	4
VII. BID.....	4
VIII. REQUIREMENTS.....	4
IX. CONFERENCE COMMITTEES.....	5
X. DUTIES OF EXECUTIVE COMMITTEE.....	5
XI. DUTIES OF COMMITTEES.....	6
XII. BUDGET.....	7
XIII. EVALUATION/FOLLOW-UP.....	8
XIV. PLAN ACTION.....	8
XV. PROGRAM.....	8
XVI. DEADLINE.....	9
XVII. ACTION RESPONSIBILITY.....	9

I. INTRODUCTION

The Rainbow Alliance of the Deaf (hereinafter referred as the Alliance or the RAD) conference policy manual will show you such the proper process method with outlines on bid and host procedures in making our future conference possible. It also will help develop a better understanding among RAD members and its friends.

II. BRIEF HISTORY

Established in Fort Lauderdale, Florida by deaf lesbians and gays, the National Rainbow Society of the Deaf (later changed to the Rainbow Alliance of the Deaf) had its first convention (later changed to conference) in 1977 with only four chapters from San Francisco, Chicago, New York City and Fort Lauderdale. The affiliated chapters grew to twenty five including two from Canada. The initial purpose of the conference was to serve our social needs which became more complicated as community education, development and service that later became involved.

III. PURPOSE

A segment of the purpose in conference plan is to attract a large number of people toward educational and social experience, to provide a greater opportunity of network in our community and to bring gays and lesbians of diverse ethnic background and interest together for common cause. A proper conference plan is essential in making our conference possible.

IV. 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.

V. DEVELOPMENT

1. Plan
2. Conference Bid Committee

3. Conference Structure
4. Budget
5. Evaluation

VI. PLAN

1. Who may bid?
A conference bidder must be a member of affiliated 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.

VII. 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

VIII. REQUIREMENTS

1. The biennial conference shall occur on odd year.
2. A future conference site shall be voted at the delegate meeting up to four (4) years in advance.

3. The bidder must have two (2) dates to be selected by the delegates.
 - A) The Alliance Executive Board may approve an alternate date.
4. A letter and bid deposit must be sent by certified mail to the Alliance secretary at least sixty (60) days prior to the conference for a formal bid consideration.
5. A conference bidder may contact the host chapter of the current Alliance conference to reserve a room for the promotional party. The bidding chapter shall be responsible for the rent, refreshment and other expenses.
6. The conference bidder must be in good standing at least four (4) years and has a minimum of \$2,500 in bank account.
7. The non-winning bidder(s) shall be reimbursed in full.
8. The conference shall be held anytime between June and August with a Thursday and Friday set aside for the delegate meeting and a Saturday as a backup.
9. No lewdness or any inappropriate behavior in any form shall be allowed in public at the conference on hotel premises.

IX. 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

1. 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.

XII. BUDGET

1. The committee treasurer shall develop a draft budget for review with suggestion and feedback from the committees. The budget shall be submitted to the Executive committee for final consideration and approval.
2. The committees must operate within the given budgets for such expenditures specified by the executive committee.
3. Conference host shall submit financial and evaluation summary reports to RAD and chapters (6)- six months after the conclusion of the conference.
4. Program expenses involves an expenditure of publication of such events and programs.

5. Operation expenses involves an expenditure of basic committee expenditure operations (travel, postage, supplies, telephone, meetings, etc.).
6. The conference planning budget contain a line item for expenses related to providing auxiliary aids and services at each biannual conference for conference program, events, workshops and the like.

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.
2. 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.

XVII. ACTION RESPONSIBILITY

1. The conference host shall receive complimentary rooms or pay fifty percent (50%) for the lodgings for the Alliance Executive Board, the English-French translator, the Pageant Director and the RAD Historian. RAD will pay the other fifty percent (50%) of the lodging.
2. The conference host shall provide combo tickets with the exception of the RAD registration fees for the Executive Board and the English-French translator. The conference host and RAD provide combo ticket to the Pageant Director. RAD provide full combo ticket to RAD Historian during the RAD Conference. The Executive Board and English-French translator shall pay their own registration fees.
3. The Alliance shall pay fifty percent (50%) of the transportation to the conference for the Executive Board, English-French translator, the Pageant Director and RAD Historian.
4. The conference host shall pay the other 50% of the transportation for the RAD Historian.
5. The conference host shall furnish combo ticket except meals and registration fee to the past Alliance president.
6. All delegates and alternative delegates shall buy their combo tickets at the earliest bird price via the delegate's RAD chapter anytime up to 60 days prior to the start of the Conference.
7. The conference host shall use its chapter's name on any form of contract (hotel, media use, room reservation, and so forth) and use individuals' name for contact purpose only, for the purpose of RAD conference.
8. The conference host shall provide RAD a complimentary exhibit booth and full page advertisement for the conference program book.
9. The conference host shall be required to put the Alliance logo on all convention souvenirs such as coffee mugs, notepads, pens et al.
10. The conference host shall provide a room for the Executive Board meeting.
11. The Alliance shall be responsible in paying the bills for delegate meeting refreshments.

12. The conference host shall be responsible in providing and paying interpreters to all Alliance activities except delegate meetings and the RAD pageant.
13. The Alliance shall be responsible in paying the bills for the interpreters at the meetings.
14. The conference host shall provide the International Deaf Leather a room for their contest.
 - A) The International Deaf Leather shall pay for the room use and interpreters.
15. The conference host shall be responsible for the expenses of a room for the president's conference and reception.
 - A) The Alliance shall pay for the food at the presidential conference and reception.
16. The mandatory fee of ten dollars (USD \$10.00) for each registration will be paid to the Alliance by the conference host in 2001; fifteen dollars (USD \$15.00) in 2003; and twenty dollars (USD \$20.00) in 2005 and thereafter. After the first 100 registrations and each 100 additional registrations, the host must pay to the Alliance within thirty (30) days.
17. Senior citizens, age of 60 and over, with limited or fixed incomes, and others with required evidence of terminal illness shall become eligible for special rate combo tickets at the discretion of the host. The conference host shall determine this rate.
18. A combo ticket purchaser shall be refunded with approval from the conference host after the deadline printed on the flyers for the following reasons:
 - A) Hospitalization or death of the purchaser/partner
 - B) Death in the family of the purchaser/partner.
 - C) Others considered valid by the host.
19. The pageant admission fees shall be split 50/50 between the host and Alliance.
20. The Alliance shall be responsible for the pageant and pageant expenses.
21. The conference host shall assist with the pageant background/stage setup and 50/50 interpreter expenses.
22. No lewdness or any inappropriate behavior in any form shall be allowed in public at the conference on hotel premises
23. The conference host shall provide one separate female/male socials.
24. Any other agreement between the conference host and Alliance shall be in writing