Conference Host Checklist **Planning Begins Spring before conference (~1 year ahead)**	
Finding spaces	
Visit possible locations to hold the conference on campus. Find a space that has about 8-10 rooms that can hold up to 35 people each for concurrent sessions. Rooms should have/be capable of having projector, computer, screen. A podium or lectern is also helpful.	
Check for free parking near the conference location.	
Make sure all spaces are handicap accessible and near enough to the place on campus where people will park.	
Ensure that there is another room available here to serve as a lactation room (if needed) and that bathrooms are nearby, particularly gender-neutral bathrooms (or bathrooms that could be designated gender-neutral for the day).	
Ensure that one of the classrooms, or an alternate space, could serve as a poster display room for poster sessions. Look for a room without chairs/desks or those that could be easily moved to create an open space.	
Find a space that holds 300-350 people for the keynote address	
Find a space where 300-350 people can enjoy a meal	
Find a space near the keynote speech location where you can put a registration table and can provide continental breakfast	
Reserving spaces	
Check your university calendar and events planners to see if there are events booked in the space you want on weekends in March and April	
Check with the NEWCA chair and co-chair about dates that your spaces are available and how that lines up with CCCC and other regional writing center conferences (try to avoid a MAWCA conflict)	
Speak with the necessary people on campus regarding reservations and reserve the spaces	
If possible, reserve a room for administrative work.	
Ask if your university charges for room reservations, and if there is an on-campus or off-campus rate (sometimes these differ)	
If there is an on-campus rate, try to reserve the rooms through your office to ensure the on-campus rate (you can make an argument for co-sponsorship)	

Check in regarding food reservation and let your on-campus catering know they will be needed for that day; also check into on-campus and off-campus rates	
Summer before	
Host the annual NEWCA meeting in June; treat this as the site visit and show everyone where you will be hosting the conference	
Check with your institution to see if you have any budget to provide lunch or snacks for the NEWCA meeting. If so, order food and provide it for NEWCA meeting attendees. If not, check with the treasurer to see if NEWCA can cover the cost of a light meal or snacks and proceed accordingly.	
Check to see how payment for rooms, food, and supplies on your campus is handled. Can the institution bill NEWCA directly for rooms, food, and supplies? Would this disrupt any possible co-sponsor discounts? If not, proceed with direct billing (it's the easiest).	
Obtain NEWCA credit card number and W-9 from treasurer for charges	
If it would disrupt discounts or if direct billing is not available, arrange for a separate budget line for the NEWCA conference to be assigned to your budget/office so you can bill all NEWCA supplies to that line and then NEWCA can reimburse afterwards.	
Email last year's conference host and ask them to bring any extra supplies or signage from last year's conference to the June meeting so that you can reuse them	
Fall	
Find a reasonably priced hotel and a slightly nicer hotel and block rooms for attendees. Make sure you are not responsible if the rooms don't book. Block 25 rooms in cheaper hotel, 15 in nicer hotel. Arrange for room block to be held until after the registration period closes. Try locally owned hotels before the big chains. They may have more room to negotiate. The easiest is to reserve all double beds but check if you can get a flat rate for any size room. Most hotels charge extra beyond double occupancy and rollaway beds. Try to negotiate this.	
Provide room block information to chair/webmaster for placement on website.	
Get in touch with the chair/keynote and make the hotel reservation for the keynote.	
Contact the university's public relations and student newspaper for a press release/other advertising.	

Social media: Ask Facebook administrator to add your name as an administrator. If staff is available, assign tutors to create/schedule posts. Ideas for posts: announcements about call for proposal, photos from last year, information about keynote speaker, photos of your staff getting ready, room deadlines, NEWCA facts, IWCA facts, etc. Continue up to the conference.	
When promoting the conference, remind folks that they can attend the conference even if they are not presenting and that on-site registration is an option for last-minute attendees.	
Early January	
Check with the chair/co-chair and proposal reading committee to see if your help is needed with the program. Depending on the due date of the program to 26LLC, you will need to review the program and insert room numbers for each panel in January or February. Try to match rooms to types of presentation – more flexible seating/space to move around for workshops and roundtables.	
Provide a map of the campus and parking directions to the chair for the program.	
Write out a list of thank-you's to members of your staff and campus community who should be acknowledged and send this to the chair for the program.	
Be in touch with your dean or other direct report to see if they would like to offer a 5-minute welcome to the group before the keynote speaks	
Check with the chair/co-chair to see if you need to assign moderators to each panel. If so, reach out to faculty on your campus who are allies to ask them to chair panels. Then ask steering committee members to sign up to chair panels as needed.	
Contact the university's public relations office and student newspaper for a press release/other advertising.	
Advertise directly to campus colleagues	
Submit last-minute requests for room arrangements. Confirm that each room will have a laptop and slide capabilities Try to arrange for internet in every room, Order/confirm easels for the poster session room. Make sure you have a table reserved for check-in.	
Notify committee about technology that will be available in rooms.	
Ask chair if you need a book display table for 26LLC to distribute information.	
Check with event planning/conference services to be sure all appropriate support services are notified of event (police, maintenance, etc.)	
Be sure you have access to all rooms. If rooms lock automatically, request two-day access for some of your staff as well.	

Ask your institution to establish guest WiFi access in all rooms.	
Secure tech support for two days of the conference. This may be an additional charge.	
Ask keynote about preferred set-up for address: tech needs, type of microphone, lectern, table, chair, etc. Communicate this information to tech support.	
After registration closes	
ORDER SUPPLIES (if necessary): Connect with treasurer to order supplies (folders, notepads, pens, labors, name tag holders, ribbons for current and past conference hosts & volunteer staff etc.)	
Ask chairs if you need to have a table where the keynote can sell/sign his/her books. If so, arrange for the table somewhere near your lunch and/or keynote space and contact your campus bookstore to arrange the sale/purchase of the books.	
Select the meal for the 2 breakfasts, lunch on day 1, reception on day 1, and steering committee lunch on day 2. Consult past chairs to ask for advice on what to order and what went well and didn't go well. (See menu and budgets for 2019, below)	
Have a plan in place for everyone who comes unprepared to the conference and asks where they can print (there are always several of these each day). If guests cannot print on your campus, ask the chairs to email attendees and let them know this.	
Make sure 26LLC (if working with them) has sent you the nametags and programs. Confirm you have received all of them.	
Create a schedule for staff support during the conference. • If you use student staff and do not have the budget to do so, discuss some type of compensation with committee. • Contact committee to commit to helping, especially with registration • Schedule at least 6 people to assist with registration. • Some attendees will arrive as soon as 7:15 • Schedule 1-2 people to remain at the registration desk throughout the day. • Day 2, lighter registration.	
2 weeks before	
Report numbers to your caterer. Check to see how many people have registered for the conference. Add about 20 to that number (or so). Given on-site registration and accounting for attrition, this is probably the number that will attend on day 1 of the conference. Report this number to your caterer for lunch. Regardless of the number of people who have registered, assume that only 150 (or so) will attend breakfast.	

Report this number for the breakfast on day 1. Report the same number for breakfast on day 2. Send out a group message to the chair and anyone who will attend the post-conference NEWCA meeting on day 2. Order the appropriate number of lunches for day 2.	
Print out a small paper with WiFi access instructions for each participant.	
Draft your 5 minute introductory remarks welcoming the NEWCA group to your campus. Include logistics details. Call attention to information in the folder, explain the day's schedule, location of breakout rooms and restrooms.	
Email the steering committee, chairs, and keynote asking if they would like to come to dinner the Friday evening before the conference. Make a reservation for the dinner for the appropriate number and communicate the information to all attending.	
Check in with conference services and/or local tech support to confirm details.	
Get information about who to call if random stuff goes wrong, including police, maintenance, event managers, etc.	
Request a computer and printer for the registration table, along with an extra cable to connect to the treasurer's laptop, if needed.	
The week of the conference	
Check with the chair and co-chair for any addendums to the program. Type out and print copies of the addendums for each attendee	
Assemble the registration packets. Include the following in each folder: 1) the program; 2) a pad of paper; 3) a pen; 4) WiFi and other instructions; 5) any addendum to the program	
Stuff nametags from 26 LLC into nametag holders & add strings or use extra tables for people to pick up their own holders.	
Create and print new nametags for any registrants who signed up after 26LLC (if applicable) printed nametags; stuff those as well & add strings	
Forward parking directions to the chairs and ask them to send out this information to attendees	
Type up information on who to contact if there are tech issues and make enough copies to place in each room	
Create signs outside each room with the information about which panels will be held there during each concurrent session. Use one color of brightly colored paper for all signs.	
Create directional signs for rooms and restrooms, if needed.	

Create handouts that explain how to chair a session and print out as many as you need for people who are chairing sessions. Ideally, you should email them this information ahead of time with reminders about which sessions they are chairing as well.	
Create a master list for yourself with each room listed and each panel with the names of chairs and put all the phone numbers you need (tech support, etc.) there to reference on the day-of	
Make sure you have the cell phone # of the chair and co-chair so you can communicate fluidly the day-of. Consider creating a text group/GroupMe/Slack channel.	
Find someone to help you carry boxes into the registration desk the day-of	
The night before the conference	
Get all of your supplies (nametags, registration packets, signage, etc.) boxed up and into the space you need it for the next day	
Bring extra pens, scissors, markers, nametags, and anything else you might need	
Go to dinner with the steering committee. Confirm committee members will be available to help with set-up.	
Email the steering committee and give them your phone number so that any issues can be quickly resolved on the day-of. Texts are much easier than calls.	
Day 1 of the conference	
Arrive an hour earlier than you think you need to. Attendees may start arriving by 7:15.	
Tape the signs with information on the panels being held in each room on the wall next to each room. Don't place signs on the door.	
Check to make sure that tech is properly set up.	
Place contact information for tech concerns prominently in each room.	
Place signs outside and near parking to direct people to the proper parking area and then into the registration space on campus	
Hang alphabetic signs for check-in stations plus a sign for unpaid registrants.	
Set up the registration tables with separate tables for check-in, pay-on site, nametags, folders. Provide a copy of the full registration list for each check-in station. Be sure volunteers know the process.	

Create a space for the treasurer to set up on-site registration and provide sharpies, extra nametags, extra nametag holders and strings	
Find people who are chairing sessions and give them the handout with your phone number on it in case they need to be in touch with you to resolve issues	
Show keynote speaker the address area to approve and check set-up	
Greet your provost/dean/whomever (if they attend) and direct them to the podium before the keynote	
Make sure you or one other person remains at the registration desk all day to catch stragglers and answer questions about the location of bathroom, panels, restaurants, etc.	
Plan to answer a range of questions and complaints. Delegate these as much as possible.	
Day 2 of the conference	
Repeat set-up routine from Day 1. Registration will be lighter.	
Attend the steering committee meeting and forward along any odd suggestions for next year that you received this year.	
After the conference	
Take down all conference signs	
Have a thank-you lunch for host writing center staff, sponsored by NEWCA	