

NAHBA CONFERENCE RESPONSIBILITIES

HOST STATE RESPONSIBILITIES

1. Secure high ranking government official to give welcome address. (optional)
2. Secure an honor guard to present flag colors at opening ceremony. (optional)
 - a. Hotel flag may be available for use.
3. Secure someone to give prayer at opening ceremony. (optional)
4. Arrange for transportation from airport to hotel Sunday and Wednesday (if needed). Hotel shuttle service may be available.
5. May work with Awards Committee to have plaques prepared for Monday night dinner.
6. Prepare and duplicate Conference program. This includes:
 - a. Pictures of speakers
 - b. Biographies of speakers
 - c. Welcome letter from NAHBA
 - d. Welcome letter from FHWA
 - e. Agenda
 - f. Handouts
 - g. Exhibitor list with names, addresses and contact information
 - h. List of nearby restaurants would be nice
 - i. Description, time, date and separate agenda for field trip
 - j. Map of conference location
 - k. Floor plan of conference accommodations
7. Put together Conference packages.
 - a. Obtain portfolio, bag or folder with NAHBA logo on it.
 - b. Local information
 - c. Goodies
 - d. Conference program
8. Secure local tourist information/booklets for Conference packages.
 - a. Try to get goodies for the conference packages/bags, i.e. pens, candy etc.
9. Have at least one person to man the welcome table at hotel during the Conference.
 - a. Have box ready for questionnaires on table
 - b. Have box ready for evaluations on table
 - c. Have bulletin board with easel for messages
10. Have at least one person available to assist consultant with logistical duties for Tuesday afternoon field trip.
11. Ensure NAHBA banner is delivered and picked up from hotel.
 - a. Banner should be displayed in general session rooms.
 - b. At end of conference, banner should be mailed to the next host state representative.
12. Have signage prepared for Lobby and outside meeting rooms.
13. Have person to take pictures throughout the conference and send digital CD with pictures to NAHBA web person after conference for posting on NAHBA website.
14. Have IT person to assist with computer or electronic needs during conference.
15. Secure entertainment for Sunday night reception (band, DJ, speaker, music, etc.)
16. Make certificate of attendance for participants.
17. Secure raffle prizes for Monday night dinner (optional)
 - a. Raffle tickets will be needed if raffle is conducted.

18. Send out invitations to ODA permittees in host state.
19. Send out letter or email to county and municipal associations so they can broadcast the invitations to their constituents.
20. See if there are any county/municipality issues related to HBA control that they may want to discuss and be part of panel. i.e. on premise, sexually oriented signs, brightness, digital (they may have some good points to share)

CONSULTANT RESPONSIBILITIES

1. Act as liaison between NAHBA and hotel. (Room layouts, food and beverage service, review daily invoices for accuracy, etc.)
 - a. Classroom style room with water, paper, pens and candy
 - b. Food menu to alternate each day, preferably
 - c. Coordinates both receptions with drink tickets
 - d. Coordinates the Monday night dinner
 - 1) Has podium with microphone, at dinner for invocation, awards ceremony.
 - e. Coordinate with host state on entertainment needs from hotel for Monday night reception.
 - f. General sessions room to have stage with tables and chairs for speakers
2. Handles arrangements and transportation for Tuesday afternoon field trip.
 - a. Send host state the details so they can put in the conference program.
3. Designs web page registration site.
4. Handles Conference registration (website and on-site) Welcome and check in tables at Hotel.
5. Prepares name tags
6. Orders premiums (VIP packages, upgrades, free rooms, etc.)
7. Solicits exhibitors and collects all fees and set up.
 - a. Sends notice to exhibitors explaining set up process.
8. Handles invoicing and collections for participants and exhibitors.
9. Sends NAHBA Board a final list of participants.
10. Prepares attendance list on first day (Monday) for distribution to the participants
 - a. Copies can be made at hotel and billed to NAHBA (???)
11. Secure A-V equipment from Hotel (microphones for panel table, podium with mic., screen, computer, at least 2 hand held microphones)
12. Secure hotel rooms for the 3 committee meetings on Tuesday.
13. Secure hotel rooms for the NAHBA annual meeting and FHWA annual meeting on Monday.
14. Other duties as assigned by the Board.

NAHBA CHAIR RESPONSIBILITIES

1. Write NAHBA welcome letter for conference program (perhaps summary of year)
2. Contact FHWA for them to write letter for conference program.
3. Welcome address at Sunday reception.
4. Welcome address for Monday opening ceremony.
5. Coordinate Board Member luncheon on Monday.
 - a. Prepare agenda
 - b. Select next state conference site
6. Coordinate NAHBA annual meeting on Monday
 - a. Prepare agenda
 - b. Announce state conference site selection
7. Coordinate FHWA and Board meeting on Tuesday for breakfast
 - a. Prepare agenda
8. Closing remarks
 - a. Announce next conference site and thank host state – banner to be mailed to them.
9. Remind about teleconference 2nd Tuesday in April and October.
10. Pictures and conference information will be posted on the NAHBA website after the conference.