

Registry of Interpreters for the Deaf, Inc.
Affiliate Chapter Relations Committee

Affiliate Chapter Handbook
Third Edition
Section 7

Regional and State Conference Guidelines:
Don't re-invent the wheel!

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Written/Compiled by the Affiliate Chapter Relations Committee, 2001-2007.

Regional and State Conference Guidelines

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For RID Region V

Regional and State Conferences:

RID publishes guidelines for hosting regional and state conferences. These guidelines are updated regularly and are especially helpful during the beginning stages. Whether the conference is at the chapter level, the state level or the regional level, the planning process is similar. Before deciding to hold a conference, consider the coordination efforts listed at the end of this chapter.

Many affiliate chapters have annual or biennial state conferences. State conferences are excellent for networking with others within the state, especially if there are large distances between major communities or if there are geographic barriers that prohibit accessible travel throughout the state.

Advantages for State Conferences:

1. Local/state issues can be discussed in depth. This is particularly true if there is pending legislation that impacts the interpreting profession.
2. Members come together from throughout the state and provide support and networking. This is particularly helpful for members residing in remote areas.
3. Can encourage non-members working within the profession to join the organization.
4. Will provide several days of workshops in one location as opposed to other workshops being offered during the year. (Typically workshops are one day or less; and conferences are two or more full days).

RID endorses the development of regional conferences. Regional conferences are excellent for enhancing the cohesiveness of the profession within the region. Affiliate chapters interested in hosting a regional conference should contact the region representative. Depending on whether other affiliate chapters are interested in also hosting a regional conference, there may be a selection process.

Advantages for Regional Conferences:

1. Regional conferences are often located closer geographically to the members than the national conference and are thereby less expensive to attend than the national conference.

2. There is higher potential to have a wide variety and higher caliber of workshops at regional conferences than the state conferences can have because the financial base is larger.
3. Regional conferences are able to focus on regional issues; issues that may not be as valid on a national level. At the same time, regional conferences can help RID identify concerns and problems within the region.

An overview of the Regional Conference Guidelines:

1. At least five RID affiliate chapters must participate and approve the regional conference. These five affiliate chapters must be from the same geographical area.
2. RID regional conferences may only be held during the years that there is no RID national conference.
3. The affiliate chapter presidents or the designee must serve on the regional conference planning committee.
4. The chairperson(s) serves as a liaison between the planning committee and the region representative and/or RID National Office (to keep the National Office informed).

The affiliate chapter interested in hosting a national conference must apply to do so. Contact the National Office, or the region representative, for more information.

Suggested coordination required for conferences is shared on the following pages.

I. Conference Chair(s)

This person, or persons, oversees the overall planning, making sure that everything is progressing smoothly. This includes establishing the necessary committees and monitoring the work of each committee. A timeline, which is adhered to, will be a great help. Below is an example:

A. Timelines

1. Two years prior
 - Establish Conference Chairs (s)
 - Secure hotel and sign hotel contracts
2. Prior to the National Conference before the regional conference –
 - Flyers/brochures about the conference to include:
 - Dates
 - Host city
 - Call for presenters
 - Call for interpreters
 - Call for student representatives
 - Information about the hotel
 - Web site address
 - Registration form (mini version)
 - Include on the regional caucus agenda, time to advertise the regional conference
 - Vendor/Exhibitor packets to hand out at the national conference
 - Committee chairs selected
3. Deadlines for selections (the same year of the regional conference)
 - January (middle): Presenters
 - January (end): Interpreters
 - March (beginning): Student representatives
 - March (beginning): Early bird registration
 - April (middle): Regular registration
 - April (middle): After regular registration, one can only register onsite
 - April (end): Vendors
4. Two weeks prior
 - Program Book
 - Deadline for refunds

5. One week prior
 - Hotel walk through and final food/beverage menu

A majority of members of the host chapter should be enthusiastic about hosting the conference, especially at the regional and national levels. Many, many hours of “people power” are required to plan and successfully host a conference. The more people who are involved and helping, the less likely individuals will be burned out by the time the conference convenes.

The conference chairs also are responsible for smooth operation during the conference. Conference chairs ensure that the appropriate chairperson is handling each aspect or finding someone to take care of those last minute problems that arise.

To defray the fiscal impact and to lower the out-of-pocket expenses incurred, the conference chairs should solicit agencies and organizations for money to fund such events as the “welcome mixer,” continental breakfasts, and the closing banquet entertainment. The exhibitor chair can aid in this endeavor by requesting sponsorship in the vendor packets.

After the conference, the conference chairs are responsible for submitting the final reports. If it is a state conference, the reports are submitted to the affiliate chapter. If it’s a regional conference, the reports are submitted to the National Office. The final reports include a financial report, a copy of the program book and any other related information.

B. Budget and Finance

When planning a regional conference, develop a projected budget. This includes:

1. Estimated projected costs for the site
2. Presenters’ fees
3. Audio-visual equipment
4. Postage for advertisements
5. Other activities that will be included in registration:
 - Welcome mixer
 - Continental breakfast(s)
 - Entertainment at the closing banquet

Estimate the number of participants to determine the registration fee (See Appendix A). The registration fee must cover the conference expenses if there is not to be a debt. All other revenue should be considered a bonus and not calculated as potential revenue.

C. Fee Structure

There must be a lower registration fee for RID members than for non-members. The range of fees should reflect the participation of the members. For example, a range of fees to reflect all levels might be:

	Early Bird	Regular	On Site	Daily
	2 months prior	2 weeks prior	after “regular”	
RID Member				
Non-Member				
Student				

Table 1

Keep in mind that the registrations received by the early bird date will only be 50-75% of the total registrations by the conference date.

D. Revenue

- Registration fees
- Silent auction
- Program book advertisement
- Exhibitors/vendors
- Sponsors
- Donations
- In-kind donations
- Affiliate chapter donations/sponsorship

If you can design ways to encourage people to register early, you will have a better idea of how many people will be attending. This will also help other committees to do their work more effectively (for example, not printing too many program books). One way is to provide an early bird rate (see Table 1 above), RID member and non-member rates and higher daily rates.

E. Expenses

1. Audio-visual equipment:
 - Overhead projectors
 - TV/VCR
 - FM systems
 - Digital projectors

2. Hospitality
 - Continental breakfast
 - Coffee
 - Welcome mixer
 - Afternoon snacks and drinks
3. Interpreters
4. Meeting rooms
5. Presenters' fees
6. Postage
 - Flyers
 - Registration confirmation letters
7. Printing
 - Flyers
 - Program book
8. Banquet entertainment

Hotel charges will vary depending on the number of “room nights,” or conference participants staying at the hotel. If this is the case, encourage individuals to stay at the hotel to defray meeting room costs. Sometimes the hotel room charges will decrease with the increase of total room nights.

The refund policy should be clearly explained in all advertisements. The refund policy should include:

1. Whether refunds will be allowed
2. The process for requesting refunds (in writing and to whom)
3. Conditions of refunds (emergency only)
4. Due dates of requesting refunds (recommended two weeks before conference)

If the refund is contingent upon a justification (family emergency, etc.) it is recommended that the conference chair(s) and the registration chair(s) decide whether or not a person receives a refund.

There should be a separate checking account opened specifically for the conference to aid in accurate, detailed accounting of all revenue and expenditures. Each committee must keep the person responsible for the accounting informed of the revenue and expenses. For regional conferences, a final financial report must be forwarded to the region representative who will file it with the National Office.

The closing banquet should be an additional and optional expense for the conference attendees to pay.

Childcare is an issue that must be discussed. If childcare is provided, it is recommended that it be handled separately (professional services) making sure that those who use the service split the costs evenly.

F. Hotel and Site Arrangements

Selecting the hotel is one of the most fiscally important decisions to make when coordinating a conference. The hotel should be centrally located, close to restaurants, city attractions and transportation with plenty of parking. Meeting space should be appropriate for the projected number of participants with ease of access from hotel rooms to workshop and exhibit areas.

The conference chair(s) will work closely with the hotel group sales person for all of the logistical details. The hotel group sales person and the conference chair(s) will work together to reserve and assign workshop breakout rooms, banquet room and menu, exhibit hall space, tables for exhibitors, registration, silent auction and meetings.

The hotel group sales person should provide signage for the conference. The conference chair(s) will provide the name of the organization (regional or national), theme of the conference, the logo and the names of the workshops for each breakout room.

The hotel should be accountable for insurance, licenses for selling alcohol, accessibility, etc. (See Appendix B)

II. Registration Chair(s)

Documentation is crucial for registration. A spreadsheet is recommended for keeping track of who registered, how much paid, if they bought a banquet ticket, what meal they requested, etc. This information should be included on the confirmation letter that is sent to the attendee. The confirmation letter serves as the attendee's receipt. The confirmation letter should also include a brochure about the hosting city that can be obtained from that city's Convention and Visitor's Bureau.

It is also important for each person to receive a confirmation of both registration fee paid and the number of banquet tickets purchased to include what kind of meal ordered. (See Appendices C-1, C-2, C-3)

Registration should begin a couple of hours before the conference officially starts. For example, if the conference starts with a welcome mixer or opening ceremonies the night before, registration should start approximately three hours before these scheduled events.

The registration table should be centrally located, preferably near the exhibit hall, with plenty of room for lines of people. There should be a receipt book at the registration table for attendees paying the daily rate and/or buying banquet tickets.

The registration committee is also responsible for making nametags for participants, presenters, committee chair(s), student representatives and exhibitors. This committee is responsible for making and selling banquet tickets before and during the conference. If feasible, a seating chart is helpful to ensure accessible seating.

A. Prior to conference:

1. Develop registration forms
2. Distribute registration forms to RID Views (check with region representative for deadlines)
3. Distribute registration forms to all affiliate chapter Presidents, via email, WWW, or mail
4. Collect registration forms and monies
5. Deposit checks for registration and/or sponsorships
6. Keep a spreadsheet of ALL monies collected as well as banquet numbers, numbers of student reps, working interpreters, attendees (students and regular), speakers, etc
7. Send out confirmation letters (Samples from Conference Chair(s))

8. Make name tags/badges

B. At the conference:

Be at the registration table for on site and paid registrants, sell banquet tickets, hand out name tags/badges and registration bags.

1. Contact Membership Coordinator at the National Office for hints for successful on site registration
2. Print different color badges for daily registration
3. Find sponsor for name tags/badges
4. Establish a policy for:
 - "I have already sent in my registration but didn't get a confirmation letter"
 - Have a sign at the Registration table stating: "If you have already sent in money but have not yet received a letter of confirmation, you must still pay today and when your check is received you will be reimbursed."

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

III. Program Chair(s)

The program chair(s) makes all of the arrangements for the program such as contacting presenters, scheduling the daily conference activities and making sure the needs of the presenters are taken care of (audio-visual needs, etc.). The conference should have a theme and a variety of topics related to the theme. In addition, it is recommended that there be some skill or professional development included for all interpreting skill levels. If some workshops, or sessions, will be limited in number, use pre-registration forms for participants to sign up for specific sessions.

In addition to the workshop presentations, consider having a chapter presidents' meeting, a regional business meeting, RID and other special interest group meetings, "town hall" meetings, time for the region representative to discuss national level issues, "free paper" presentations, etc.

A. Prior to conference:

1. Solicit, screen, and select workshop presenters for the conference (e.g., resumes, vitas, videotapes of sample workshops) (See Appendix D)
2. Obtain sample contract from National Office and modify to the conference **TO BE APPROVED BY CONFERENCE CHAIRS, REGION REPRESENTATIVE, AND NATIONAL OFFICE** and enforce deadlines for signing and submittal
3. Obtain a CEU sponsor ASAP
4. Contact CMP coordinator at the National Office for bar coding for the CEUs
5. Contact the conference coordinator at the National Office for guidelines for selecting presenters
6. Get bios, abstracts and give to program book chair
7. Get handouts for interpreter coordinator
8. Get notes/outlines from presenters for CD-ROM
9. Presenters will provide an original of handouts for copying purposes
10. Present checks to presenters (get from conference chair(s))

B. At the conference:

1. Distribute per diem money envelopes (get from conference chair(s)) during the conference
2. Collect travel receipts

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

IV. Program Book Chair(s)

The program book chair is responsible for making and distributing the conference program book. This chairperson(s) will work with all of the chairs to solicit and gather conference information as well as advertisement to offset the cost of reproduction.

A. Prior to conference:

1. Solicit ads (See sample prices and sizes, Appendix E)
2. Collect program information from conference chair(s), program chair(s), etc.
3. Layout and send all picture-ready pages to the printers
4. The program book should include:
 - Letters of welcome from:
 - Governor (optional)
 - Mayor
 - RID president
 - Region representative
 - Table of Contents
 - Hotel map
 - Workshop schedule
 - List of exhibitors
 - Conference committee chairs' names
 - List of sponsors
 - Interpreting policy
 - Description of skill levels of workshops
5. Make arrangements for program books to arrive at the conference

B. At the conference:

N/A

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

V. Interpreter Services Chair(s)

Recruiting interpreters requires a lot of time. Interpreters hired for a conference should be qualified for platform interpreting. Credentials and references are a good place to start. Members of RID in good standing who hold generalist certificates are often best suited for this type of work. A screening process should still be in place to ensure quality. Remember that these interpreters will become models for the participants.

For main events, such as the keynote address, a minimum of two interpreters (as a team) and two transliterators (as a team) should be provided. During the conference sessions, there should be a minimum of two interpreters (as a team) for all workshop sessions, unless specifically stated on all publicity.

Other considerations are interpreters for deaf-blind individuals or for oral deaf individuals. It is recommended that advertising materials indicate the interpreting services available and if additional services can be requested. Additional services may also include assistive listening devices such as a FM system or a loop system.

A. Prior to conference:

1. Solicit, screen, and select interpreters for the conference (e.g., resumes, vitas, videotapes of sample work, letters of recommendation) (Appendix F)
2. Contact the conference coordinator at the National Office for guidelines for selecting interpreters
3. Get bios, abstracts and give to program book chair
4. Obtain sample contract from National Office and modify to the conference **TO BE APPROVED BY CONFERENCE CHAIRS, REGION REPRESENTATIVE, AND NATIONAL OFFICE** and enforce deadlines for signing and submittal
5. Organize workshop for working interpreters to earn CEUs (suggested)
6. Contact conference coordinator at the National Office for interpreting policy
7. Submit interpreter policy to program book
8. Submit bios of interpreters for program book
9. Submit pictures of interpreters for program book
10. Contact presenters for handouts/outlines

11. Organize prep time for interpreters

B. At the conference:

1. Assign workshop rooms for the working interpreters
2. Supervise interpreters
3. Have folders to include:
 - workshop assignments
 - team
 - handouts
 - outline
 - lunch order form for three days (collect money)
4. Have lunches ready for interpreters each day
5. Collect travel receipts and give to conference chair(s)
6. Distribute per diem money envelopes (get from conference chair(s))

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

VI. Webmaster Chair(s)

The webmaster chair(s) is responsible for developing and running the web site that is to follow the theme of the conference. The web site is typically developed at least one and a half years in advance of the conference to advertise at the National Conference and any regional conferences prior to the specified conference.

A. Prior to conference:

1. Develop and run the web site
2. Make all necessary changes in a timely manner

B. At the conference:

N/A

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

VII. Student Representative Chair(s)

Recruiting student representatives for conferences is a time consuming position. It is important to recruit responsible people who portray professionalism and a good attitude as these student representatives reflect the image of the conference.

A. Prior to conference:

1. Solicit, screen, and select student representatives for the conference (Resume, letters of recommendation, videotape of themselves, proof of "studentship") (Appendix G)
2. Obtain sample contract from National Office and modify to the conference TO BE APPROVED BY CONFERENCE CHAIRS, REGION REPRESENTATIVES, AND NATIONAL OFFICE and enforce deadlines for signing and submittal.
3. Obtain contract from conference coordinator at the National Office and enforce signing and submittal
4. Contact Conference coordinator at the National Office for policies

B. At the conference:

1. Assign workshop rooms for the student representatives
2. Supervise student representatives
3. Have student representatives introduce self and presenters prior to workshops
4. Collect travel receipts and give to conference chair(s)
5. Distribute per diem money envelopes - from conference chair(s)
6. Be available in central area for emergencies
7. Have folders to include:
 - Presenter's name
 - Handouts
 - Lunch order form for three days (collect money)
 - CEU bar codes
8. Have lunches ready for student representatives each day

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

VIII. Exhibitors/ Fundraising Chair(s)

The exhibitor chair(s) is responsible for soliciting not only vendors for the conference, but also potential sponsors. Sometimes companies will want to sponsor as well as reserve a booth in the Exhibit Hall.

A. Prior to conference:

1. Solicit and organize exhibitors
2. Obtain former exhibitor lists from conference chair(s)
3. Write up a contract including prices (See Appendices H-1, H-2)
4. Solicit agencies and organizations for money to fund such events as the welcome mixer, continental breakfasts, etc. to lower the region out-of-pocket costs. This solicitation can be included in the vendor packet (See Appendix H-3)
5. Tell conference coordinator(s) total number of exhibitors and expected income

B. At the conference:

1. Assign booths to various vendors/exhibitors
2. Supervise exhibitors' set up
3. Solve any problems that might occur during set up

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

IX. Entertainment Chair(s)

The entertainment at the closing banquet leaves a lasting impression. For this reason it is important to hire the appropriate person or group to close the conference. The entertainment chair(s) is in charge of planning and organizing the banquet entertainment. Ideas should come from the conference committee or others who suggest certain entertainers.

A. Prior to conference:

1. Plan and organize the banquet entertainment. Ideas should come from the conference committee. Ideally, there should be:
 - An emcee for the event
 - An awards ceremony
 - Closing entertainment
2. Solicit funds to sponsor entertainment for the banquet
3. Arrange for certificates of recognition and plaques for sponsors

B. At the conference:

1. Coordinate entertainment
2. Work with A/V coordinator for A/V needs

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

X. Awards Chair(s)

The awards chair(s) solicits nominations for three awards to be presented at the conference. The award recipients should be members who will represent the interpreting profession.

A. Prior to conference:

The awards person will seek nominees for the three awards and then, with the help of their committee, select winners. Nominations need to be solicited through VIEWS, affiliate chapter newsletters, and any other means thought possible. Work with the region representative to plan how awards will be presented at the banquet.

The awards are as follows:

1. Outstanding Contribution Award - given to an interpreter for his/her integrity and extraordinary efforts in the promotion of the profession of interpreting
2. Interpreter Educator Award - given to a person who shapes the profession of interpreting by touching the lives of students
3. Distinguished Service Award - given to a person in commemoration of a lifetime of service to the profession of interpreting

B. At the conference:

Have awards and introductions ready for presentation during the banquet.

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

XI. Welcome Mixer Chair(s)

The welcome mixer is first impression conference attendees will have of the conference. It is vital that this event be fun, organized and has a lot of food.

A. Prior to conference:

1. Plan and organize the welcome mixer: ideas should come from the conference committee
2. Solicit funds to sponsor food for the welcome mixer
3. Request donations for raffle held during the mixer

B. At the conference:

1. Coordinate and run the raffle and introductions
2. Have a parade of presenters; perhaps introduce student representatives and conference interpreters

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

XII. Silent Auction/Registration Bags Chair(s)

The registration bags are mementos for conference attendees to take home and use. In this respect, the bags should be durable and appropriate for daily use.

The silent auction is typically held during the banquet at tables set up around the outside of the banquet room. Before and during dinner, attendees may browse and bid on the items displayed.

A. Prior to conference:

1. Obtain or make bags
2. Solicit items for registration bags
3. Solicit items for the silent auction to be held during the closing banquet

B. At the conference:

1. Organize and run the registration bag assembly line on site, prior to the actual conference
2. Organize and run the silent auction held during the closing banquet

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

XIII. Audio/Visual Chair(s)

One of the most critical positions at the conference is the audio/visual chair(s). The person must be continuously available to assist in situations that will arise during the conference regarding audio/visual equipment.

A. Prior to conference:

1. Work with hotel, conference chair(s), program chair(s), entertainment chair(s), welcome mixer chair(s), awards chair(s), exhibitor chair(s) and interpreter coordinator to coordinate equipment needs
2. Reserve FM system from the National Office (if available)

B. At the conference:

1. Work with the conference chair(s) and hotel staff to set up audio/visual equipment
2. Make sure all rooms have equipment accommodations
3. Solve problems that might occur during the conference

C. All Chairs will be responsible for:

1. Attending telephone conference calls
2. Selecting committee members
3. Arriving to the site early for set up
4. Preparing and submitting final reports following all deadlines

Appendix A

SAMPLE BUDGET [Used with permission from the 2002 RID Region V Conference]

	Credit	Debit	Comments
Registration	35,790		248 paid registrants
Supplies	500	660.14	
Bags		32.33	Extra bags from Convention Bureau
Thursday Mixer			
Food		1,451.36	
Supplies		90	
Breakfast	2000	4043.22	\$7.25 & tax/gratuity \$10/200 people
Banquet			
Banquet	6860	6000.3	(220 attended) 196 paid/24 comp
Entertainment	750	650	Other \$100 went to equipment costs
Awards		266.21	
Supplies		14.50	
Audio Visual		202.97	
Interpreter/Mileage		80	
Presenters			14 presenters/4 tracks, 8 workshops
Fees/mileage/hotel	1470	3536.4	\$60 per hour plus 1/2 room cost of night presenting
Travel		1930	Up to \$250.00 per workshop
Handouts		21.64	For copies over 50, as needed
Interpreters			
Fees		4220	8 full time, 1 part time
Per Diem		455	Food costs for working days
Travel		1636.35	Up to \$250.00 per interpreter
Workshop	100	476.50	Expected Debt \$500.00
Room cost		1750.40	4 rooms, 4 nights (16 room nights)
FM System shipping		45.12	Return postage to RID National Office
Student Reps			6 student reps
Per Diem		420	\$70.00 per student rep for 3 days
Room Cost		1094	2 nights comped/4 rooms, 3 nights
Gifts		45.19	Pens

Appendix B

SAMPLE HOTEL CONTRACT LETTER

Date

Mr./Ms. (Insert Name)
RID Executive Director
333 Commerce St.
Alexandria, VA 22134

Re: Registry of Interpreters for the Deaf

Dear Mr. (Insert Name),

Thank you for selecting the (name of hotel) to be a part of the Registry of Interpreters for the Deaf. We are delighted to have this opportunity to work with you and to extend our hospitality to Registry of Interpreters for the Deaf.

We are pleased to confirm the following arrangements.

MEETING DATES: Month/day/year - Month/day/year

GUESTROOMS RESERVED

Thursday	Friday	Saturday
date	date	date

GUESTROOMS RATES

We are happy to extend the following definite group rates. Group rates are available three days prior to and following your event, based upon hotel availability. Check-in time is 3:00pm and checkout time is 12 noon.

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
King Bedded Rooms	\$99.00	\$99.00	\$109.00	\$119.00
Double Bedded Rooms	\$99.00	\$99.00	\$109.00	\$119.00

Room rates are subject to applicable occupancy tax. Current tax is 10.5% and subject to change.

COMPLIMENTARY/UPGRADED GUESTROOMS

Included in your group room block, we will compliment one sleeping room night for every 50 paid room nights picked up on a nightly basis. We will offer a suite at the group rate of \$99.00 for the guest of your choice over the dates of your event.

RESERVATIONS

Reservations are to be handled on an individual basis. Attendees can make reservations through our group reservation department at (number). Our reservation department is open Monday-Friday 8am-5pm.

Our nationwide toll-free number (number) is unable to confirm rates.

Callers must refer to the group name of Registry of Interpreters for the Deaf to book the special group rates and be included in your group room block. Your reservation cut off date is (date). Reservation requests received after (date) will be accepted on a space available basis and subject to available rates.

Credit card or an advance deposit of the first night room and tax must guarantee each reservation. Individual reservations canceled less than 24 hours will be charged one night room and tax. No show reservations will be canceled and charged room and tax for the entire length of the reservation.

Rooms that are not picked up after cutoff will be released to the hotel and RID will not be responsible for any variance in rooms picked up versus rooms initially blocked.

PARKING

Hotel parking for overnight guests is at the rate of \$5 per night, with complimentary in and out privileges. Day use parking for your meeting attendees is complimentary.

FUNCTION SPACE REQUIREMENTS

The (name) Hotel is currently holding function space based on the attached schedule of events. Prices for food and beverages will be based on the (name) Hotel's catering menus in effect six months prior to your scheduled dates. The Hotel reserves the right to assign function space according to guaranteed number of guests attending your event.

Date	Start Time	End Time	Function	Number
Date	7:00pm	10:00pm	Mixer	75
Date	8:00am	5:00pm	Breakout	50
Date	8:00am	5:00pm	Breakout	50
Date	8:00am	5:00pm	Breakout	50
Date	8:00am	5:00pm	Breakout	50
Date	8:00am	11:59pm	Exhibits	
Date	5:00pm	8:00pm	Meeting	100
Date	8:00am	5:00pm	Breakout	50

Date	8:00am	5:00pm	Breakout	50
Date	8:00am	5:00pm	Breakout	50
Date	8:00am	5:00pm	Breakout	50
Date	8:00am	11:59pm	Exhibits	
Date	7:00pm	10:00pm	Dinner	200

Your meeting space charges will be complimentary based on 190 room nights realized on a cumulative basis. Should your group pick-up be less than 190 cumulative room nights, the following sliding scale will apply.

189-140 cumulative room nights	\$300.00 per day
139-80 cumulative room nights	\$700.00 per day
79-0 cumulative room nights	\$1,300.00 per day

A Catering/Convention Services Manager will contact you to assist in planning your menus, meeting space and audio/visual needs.

COMPLIMENTARY DETAILS

Included in your group package will be provided the following items:

- Complimentary microphone and podium in each meeting room
- Set-up and tear down of the meeting rooms to include water, risers, tables and chairs.

AUDIO/VISUAL

We have available an in-house audio/visual company that can provide any audio/visual items. Your organization is allowed to either bring in their own audio/visual or use another company to provide audio/visual services.

GROUP DEPOSIT

An initial deposit of 50% of your master account is due and payable by (date—usually one month before the Conference).

BILLING

Charges for organized functions will be applied to your master account. The master account must be settled at the time of your groups’ departure, less any deposit. Incidental charges will be the responsibility of each room at check-in.

CANCELLATION POLICY

This program is considered definite upon signature of this agreement. Group cancellations will be subject to the following assessment.

- 0-89 days prior to event, 50% of hotel’s lost business (hotel rooms, as well as food and beverage costs)

There will be no fee assessed to the group should your group cancel at least 90 days prior to arrival.

FORCE MAJEURE

Neither the (name) Hotel, nor (name of the hotel's corporation) shall be responsible for the performance of its obligations under agreement if such party is unable to perform such obligations due to circumstances beyond its control including without limitations acts of God, fires, wars, civil disturbances, labor disputes or governmental actions or events beyond the control of the (name) Hotel or (name of the hotel's corporation). In the event of such occurrences, this agreement shall be invalid.

INDEMNIFICATION

Each party agrees to indemnify and hold harmless the other from any and all loss, damage or expense (including attorney's fees) arising from the negligence or willful misconduct of the indemnifying party, its agents and employees in the performance of its duties and responsibilities under this agreement.

GOVERNING LAW

This agreement shall be governed and construed in accordance with the laws of the State of (name of state) applicable to agreements to be made and performed in (name of state). Each party irrevocably consents to the exclusive jurisdiction of a (name of state) state or federal court for or within (name of county) County, (state), over any action or proceeding arising out of or related to this agreement and waives any objection to venue or inconvenience for the forum in any such court.

NO ASSIGNMENT

Neither this agreement, nor any rights or benefits hereunder, may be transferred, assigned, subcontracted or otherwise transferred to any other party without the prior written consent of us on our sole and absolute discretion.

SHIPPING AND RECEIVING

Any materials being shipped in advance must have the following information included on all packages: name of group, date of function, group contact, hotel contact. The client is responsible for the arrangements and expense of delivery, set up packaging and return of all materials.

There will be no charge for receiving and storage of up to 20 (twenty) boxes for your group. A \$5.00 fee, per box, per day will apply to any boxes in excess of twenty.

If the attached meets with your approval, please sign, date and return one copy of this contract by (deadline-typically one year in advance). This agreement will not become valid until a signed copy is returned and you have received a countersigned copy of the agreement from us. All of the management and staff of the (name of hotel) Hotel look forward to serving you. If you have any questions or changes, please do not hesitate to contact me.

Sincerely,

Name of Sales Manager
Sales Manager

Agreed and accepted by: _____ Date: _____
Mr./Ms. (Insert Name), Executive Director for Registry of the Interpreters for the Deaf (RID)

Agreed and accepted by: _____ Date: _____
Name of Sales Manager, Sales Manager (hotel) Hotel

Appendix C-1

REGULAR CONFIRMATION LETTER

Logo Here

**“Theme of conference”
Year RID Region () Conference**

**Date
Name of City and State
Name of Hotel**

Web address

Registration Confirmation Letter

Date: _____

Dear _____

Your payment has been received for registration to the (year) RID Region () Conference in (insert city). We are planning a great conference and are happy you have decided to join us.

Your payment for _____ banquet tickets has also been received. For preferred seating, table reservations will be available on a first come-first serve basis either by sending a written request to the address listed below postmarked no later than (deadline) or at the registration desk the morning of the banquet. **Your request MUST include the names of each registrant for whom you are making table reservations. Reservations will not be made for persons not yet registered.** Watch for additional information in your conference packet.

(City) is packed with great things to see and do for people of all ages, too many for us to have included the information now. To name a few, from downtown (city) we are within a 30 minute drive from (add your city’s attractions). Come early or stay after the conference to make the most of your trip.

We’re looking forward to seeing you!

Names of Registration Chair(s)
Registration Chair(s)
Street
City, State Zip

Appendix C-2

NO BANQUET CONFIRMATION LETTER

Logo Here	Date Name of City and State Name of Hotel	“Theme of conference” Year RID Region () Conference Web address
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Registration Confirmation Letter

Date: _____

Dear _____

Your payment has been received for registration to the (year) RID Region () Conference in (insert city). We are planning a great conference and are happy you have decided to join us.

Banquet tickets have not been reserved for you. Banquet tickets for Saturday night are \$35 each and can be purchased in advance. Your menu choices are Chicken or Vegetarian. For preferred seating, table reservations will be available on a first come-first serve basis either by sending a written request to the address listed below postmarked no later than (Deadline) or at the registration desk the morning of the banquet. **Your request MUST include the names of each registrant for whom you are making table reservations. Reservations will not be accepted for persons not yet registered.** Watch for additional information in your conference registration packet

(City) is packed with great things to see and do for people of all ages, too many for us to have included the information now. To name a few, from downtown (city) we are within a 30 minute drive from (add your city’s attractions). Come early or stay after the conference to make the most of your trip.

We’re looking forward to seeing you!

Names of Registration Chair(s)
Registration Chair(s)
Street
City, State Zip

Appendix C-3

Please take some time and review the areas below in the event other information may be required from you.

_____ Proof of full time status in an ITP must be received in order to take advantage of the student registration rate. **Please forward proof of student status or an additional \$ _____ postmarked no later than (DEADLINE).**

_____ You forgot to designate your meal preference for the banquet. **Please mark your choice below and return this form to the address below postmarked no later than (DEADLINE).**

_____ Chicken

_____ Vegetarian

_____ Your registration fee was postmarked after the _____ deadline. **Please forward the additional \$ _____ postmarked no later than (DEADLINE).**

_____ **Other** _____

_____ **Everything has been received.**

Appendix D

OFFICIAL CALL FOR PRESENTERS

We are soliciting presenters for three- and six-hour tracks. Presenters will receive free conference registration, \$___/hour, reimbursement for actual travel up to \$_____ and half hotel room for day of presentation.

Each proposal must include a 100 word abstract for the program book, an outline of educational objectives, a paragraph of biographical sketch of presenter(s) and a 1-page presentation description.

Proposals should focus on educational interpreting, multi-cultural settings, and speciality areas, such as Deaf and Hearing teams, legal interpreting, and/or interpreting in a government setting.

We encourage proposals for all levels from student to certified.

Send proposals to:

Program Chair Name
Conference Program Chair
Street Address
City, State Zip
you@yourmail.com

DEADLINE FOR PROPOSALS

Month Day Year

Appendix E

Regional Conference Conference Program Information

A minimum of 250 twelve-page programs will be printed and distributed to conference participants and exhibitors; it will serve as the primary resource for conference information, scheduling, and local activities. The 2002 Program will keep the 8.5 x 11 format from the past several conferences, being laid out in a clear manner to make it thoroughly useable for all of our participants. We invite businesses, organizations, and individuals to make themselves known through the Program. Space is limited, and immediate ordering is recommended.

Advertising Rates:

Advertisement Type:	Mechanical Dimensions	Early Bird & Exhibitor Rate*	Standard Rate
Outside Back cover (full page)	7 1/2" x 10"	\$200.00	\$180.00
Inside Front Cover (full page)	7 1/2" x 10"	\$175.00	\$158.00
Inside Back Cover (full page)	7 1/2" x 10"	\$150.00	\$135.00
Full Page	7 1/2" x 10"	\$104.00	\$115.00
Half Page (Horizontal)	7 1/2" x 4 7/8"	\$63.00	\$70.00
Half Page (vertical)	3 1/8" x 10"	\$63.00	\$70.00
Quarter Page	3 1/8" x 4 7/8"	\$36.00	\$40.00
Business Card		\$22.00	\$25.00

*Early Bird rates apply to those advertisements completed (completed artwork and payment in full received) by 16 February 2002. Exhibitor rates will be accepted for those advertisers with a completed exhibitor contract until 16 March 2002.

NOTE: The rates quoted are for camera-ready artwork (or Macintosh compatible electronic files). Camera-ready artwork means that the advertisement border is to the exact dimensions given above, that the artwork is clean, half tones (if any) completed and in place, etc. If you need the conference staff to prepare artwork for you, add 50% of the advertisement rate. For example, a quarter page at the standard rate is \$70. The cost for the space and for the conference staff to prepare the artwork would be \$105.

Advertising Deadlines

The available space for advertisers is limited; we have a lot of important conference material to include as well. We strongly recommend ordering your advertising space as soon as possible, as once space is sold out we will not accept additional orders. This applies regardless of the stated deadlines or your exhibitor status.

Early bird rates apply to completed orders received on or before 16 February (conference year). Exhibitor rates apply to confirmed exhibitors whose advertising order is received by 16 March (conference year). Standard rates apply to non-exhibitor orders received after 16 February, and before 16 March. No orders will be accepted after 16 March.

Placing Orders and Additional Information

For an advertisement order form, or for additional information, please contact:

Program Book Chair name

Program Book Chair

(123) 555-1234

you@yourmail.com

Appendix F

(year) RID Region () Conference

OFFICIAL CALL FOR INTERPRETERS

We are looking for full and part time interpreters for business meetings and workshops. All applicants must be NAD/RID certified in good standing. Interpreters will be compensated with an hourly rate, a per diem fee and lodging of one-half a room. Travel expenses up to \$250.00 will be covered.

Applicants must submit a letter of interest and a resume highlighting conference and platform interpreting experience along with a 10-minute, unrehearsed videotape demonstrating interpreting skills. Please identify if you can interpret, transliterate, or both.

(Optional) All interpreters hired for the conference will be expected to attend an all day training (unpaid) on Thursday from 9am-5pm to earn .8 CEU's.

Send letters, resume, and video to:

Interpreter Coordinator Chair Name

Interpreter Coordinator Chair

Street Address

City, State Zip

(123) 123-12345

you@yourmail.com

**DEADLINE FOR APPLICATION IS
(DATE)**

Appendix G

(year) RID Region () Conference

OFFICIAL CALL FOR STUDENT REPRESENTATIVES

The Region () Conference Board is seeking enthusiastic, hard-working, motivated, and flexible volunteers to work the conference, (Deadline). Applicants may fall into one of two categories: 1) enrolled in an interpreter Training Program within the (year-year) academic year, 2) a non-traditional student, one who may not be enrolled in an interpreter training program, but is able to demonstrate the above qualities and commitment to becoming an interpreter. After meeting one of the above requirements, the applicant must be a RID Member/Student Member in good standing.

Send letters, resume, and transcript to:

Student Representative Chair Name
Student Representative Chair
Street Address
City, State Zip
(123) 123-1234
you@yourmail.com

**DEADLINE FOR APPLICATION IS
(Deadline)**

Appendix H-1

Exhibitor Contract
The RID Region () Conference
Date

Organization	
Contact	
Title	
Address	
Phone	
Fax	
E-Mail	
Booth Representative(s)	
Exhibit Space Requested	<input type="checkbox"/> Early Bird <input type="checkbox"/> Table <input type="checkbox"/> Non-staffed Table <input type="checkbox"/> Non-Profit
Exhibitor Description Please provide a brief (less than 50 words) description of your company / organization:	
Total Cost (rates below)	\$ _____
Payment	<input type="checkbox"/> Check Enclosed <input type="checkbox"/> Credit Card Card Number: Expiration Date: Name on Card: Signature: _____

Exhibit / Service	Regular Rate
Table Top Exhibit (6' or 8')	\$250
Early Bird	\$200
Non-Profit	\$125
Non-staffed Table, Materials Only	\$100

Appendix H-2

**RID Region () Conference
Exhibitor/Vendor Application**

This contract is between RID Region () Conference and the undersigned who hereby applies for exhibit space at RID's Region () Conference in (city, state) to be held (Date), at the (_____) Hotel. We have read and agree to application.

Section 1: Booth charges

As an exhibitor, please check one.

_____ \$250.00 per 6' or 8' table with tablecloth for a for-profit organization.

_____ \$200.00 per 6' or 8' table with tablecloth for a for-profit organization.
(before Deadline)

_____ \$125.00 for non-profit organizations.

_____ \$100.00 for a non-staffed booth.

Will you need access to electricity?

_____ Yes _____ No

If the exhibitor/vendor will be unable to attend, and gives 10 days notice prior to the start of the Conference, they may request a refund of monies paid, minus a \$50.00 service charge.

Section 2: Official Exhibitor/Vendor Representative

Designate below the name of the person in your organization who is to receive all relevant exhibition materials, including booth confirmation and exhibitor updates.

Name: _____

Title: _____

Organization Name: _____

Address: _____

Telephone Number: _____

E-mail: _____

Section 3: Additional Contributions

Whether or not you plan to be an exhibitor/vendor, you may be interested in participating in two other ways to support the RID Region () Conference.

_____ Yes I would like to provide the following donation for your Silent Auction/Raffles.

Name of item(s):

Estimated Value:

_____ Yes, I would like to provide items for your registration bags.

Registration bags are being provided to every paid registrant. If you decide to donate items, we will require (number of expected attendees).

Name of item(s):

Section 4: Signatures

Note: All applications must be signed in order to confirm booth reservations. I understand and agree to abide by the official regulations attached to the contract.

Signature of Representative in Charge Date

Name, Exhibitor/vendor chair Date

Return two signed contracts along with your fee, to:

Name
Exhibitor Chair
1234 Main St.
City, State 12345

Checks to be made payable to RID Region () Conference.

A counter-signed contract will be sent to you for your records. For additional information, please contact:

Exhibitor Chair Name
RID Region () Exhibitor Chair
(123) 555-1234
you@yourmail.com

Appendix H-3

SPONSOR SHEET RID REGION () CONFERENCE MAY 2-4, (Conference year)

You may be interested in being a sponsor. If so, here are the levels at which you may participate.

Platinum Sponsor - \$5,000 and above

A full page ad in the Conference Program
Exhibitor space
Free registration and 4 banquet tickets
Plaque of sponsorship to be presented at the banquet

Gold Sponsor - \$2,000-\$4,999

A half page ad in the Conference Program
Exhibitor space
Free registration and 2 banquet tickets
Plaque of sponsorship to be presented at the banquet

Silver Sponsor - \$500 - \$1,999

A quarter page ad in the Conference Program
10% discount for exhibitor space
1 free banquet tickets
Plaque of sponsorship to be presented at the banquet

Bronze Sponsor - \$100-\$499

A business card sized ad in the Conference Program
5% discount on exhibitor space
Certificate of sponsorship to be presented at the banquet

Copper Sponsor - (up to \$100)

Honorable mention in the Conference Program
Certificate of sponsorship to be presented at the banquet

Sponsorship is also possible for individual events. Call us for more information.