

1 WSSMA Conference Guidelines Proposed Aug 2018

2 Initial approval August 2013

3 Update March 2014

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6 The WSSMA Conference is a 3-day state meeting including education and business sessions.
7 As a state function with its own budget and bank account, the Executive Board has oversight
8 and responsibility to WSSMA members to ensure expectations are met. The Board of Trustees
9 is represented by the State Conference Chair.

10
11 If letterhead is used for any conference communications, it needs to be WSSMA letterhead.
12 WSSMA is a 501(C6) **nonprofit**. The WSSMA tax ID number is used for W-9 forms, contracts
13 and correspondence as necessary. **Vendors may need a copy of this form. This form may be**
14 **obtained from the WSSMA State Treasurer. This form needs to be current and updated**
15 **each year.**

16
17 **3 years prior** – Chapters must place their bid at the HOD meeting if they wish to host
18 Conference. It is preferred this decision was voted on by the Chapter Officers
19 and members before coming to the HOD, but the decision may be made by the
20 Chapter's Officers/Delegates while attending HOD.

21
22 **Current WSSMA President shall appoint the State Conference Chair.**
23 **The State Chair is not required to be a member of the host chapter.**
24 **Recommendations for this position can be made to the President at the**
25 **time of the summer board meeting following the HOD. The President**
26 **will announce the appointment no later than the fall board meeting**
27 **following the HOD.**

28
29 **The Chapter Chair is chosen by the chapter. The Chapter Chair in**
30 **conjunction with the State Chair are responsible for the**
31 **Conference quarterly and annual reports. This Chair should be**
32 **announced no later than the fall board meeting following the HOD.**

33
34 **Additional duties of the State and Chapter Conference Chairs are**
35 **addressed on page _____ of this document.**

36
37 **2-3 years prior** - Date and Site of the conference are set: solicit bids for area hotels.
38 Facilities will provide a packet containing room rental fees, menus,
39 agreements for guest room registration and room rentals and
40 accommodation packages included in your contract. Take a tour of the
41 facility and select the facility among your members. When looking for
42 a hotel the things to consider are: price of the rooms, amenities offered
43 (i.e. breakfast included in room price, microwave, refrigerator), any
44 discounts available for your booking agreement, price of meal packages
45 (usually this costs less than purchasing bulk amounts of single items),

46 cost of AV equipment, parking and how guaranteed meal counts and/or
 47 guest rooms that are booked will reflect in the total contract price.
 48 Menus need to be discussed ahead of time along with the contract.
 49 Although the facilities will usually not guarantee the prices this far
 50 ahead, the prices quoted can be used as a starting point to make sure the
 51 costs are covered through the registration fees.

52
 53 All contracts are to be reviewed and approved by the WSSMA Executive Board.
 54 **Add: any change in registration price, vendor table fees/benefits,**
 55 **program format changes i.e. changing installation banquet to**
 56 **luncheon, length of Conference, changing time of House of**
 57 **Delegates must be approved by the WSSMA Board of Trustees**
 58 **(BOT). (Updated 3/23/14)**

59
 60 **The contract should include room set-up and times.**

61
 62 Some of the specific items to be reviewed are taxes, service charges, set
 63 up charges, attrition charges, room and meal guarantees, **deposit, direct**
 64 **billing (to obtain credit), AV equipment, WI-FI, audio connection for**
 65 **the presentations,** etc. The recommended payment term is no later than
 66 10 days after the conference is completed. Some facilities may require a
 67 percentage to be paid at the close of the conference, with anything that
 68 is in dispute and/or the remaining percentage to be paid after the review
 69 by the conference chair(s) and comptroller is completed. The contract
 70 will not be considered fully executed until signed by representatives of
 71 both the facility and WSSMA. **The WSSMA President should sign for**
 72 **WSSMA; if the President is not available then the WSSMA Vice**
 73 **President. Some facilities may require a deposit at the time of**
 74 **signing the contract. The payment of the deposit must be approved**
 75 **by the WSSMA BOT or WSSMA Executive Committee.**

76
 77 **Save a copy of every contract draft.** Things will likely change as you
 78 go along, particularly for room set ups and schedules.
 79

80 **2 years prior** – A Host chapter member will serve as Comptroller. Committee chairs
 81 are appointed by the chapter for Registration, Education,
 82 Programs/Publications, Vendors, Hospitality, Entertainment, Door
 83 Prizes, and Decorations.

84
 85 **18 months prior** - **Theme** – Theme Development is decided upon by the chapter, but input
 86 from the state is welcome. If committee chairs have not been appointed,
 87 this would be the best time! **Contact the Visitor's Center in your**
 88 **area to get brochures or maps or items for the packet to distribute**
 89 **at the Saturday luncheon invitation at next year's conference.**
 90
 91

92 **1 year prior** –

93 At the Conference prior to you hosting conference, you are
 94 expected to do a “Welcome Presentation” during the Saturday
 Luncheon. Here you will have
 95 “invitations” placed on the table (enough for each attendee) that consist
 96 of a hotel information card, community or county area brochure and a
 97 “Door Prize” ticket (indicates your chapter name, the dates and location
 98 of the convention and theme). Provide table centerpieces that reflect
 99 your conference theme.

100
 101 **UPDATE:** You will receive an advancement check, if needed, from the WSSMA
 102 for up to \$1,500.00 to help with initial preparation costs. **This amount is an**
 103 **approved WSSMA Conference line item. WSSMA Bank of record is US Bank.**
 104 **The Conference Account is not a new account. It is the Conference Bank**
 105 **Account. This money remains in an account through US Bank and the checks and**
 106 **endorsement stamp are read as “WSSMA Conference Account.” The US Bank**
 107 **WSSMA Conference Account will maintain a final balance of \$59.65after**
 108 **all bills, receipts and distributions have been recorded, reviewed, paid, and**
 109 **reconciled.”**

110
 111
 112 The previous Host Chapter turns over the account books at the Summer
 113 Board of Trustees meeting to the Audit Committee. You will receive
 114 notebooks, forms and conference materials from previous conferences
 115 saved in a computer format of some sort that will assist you in planning
 116 and developing the conference.

117
 118
 119 During back to school sales and after the holidays is a good time to
 120 consider purchasing discounted decorations that might coincide with
 121 your conference theme; notebooks, and pechees. This saves money
 122 and allows the chapter to develop decorating ideas as the year
 123 progresses.

124
 125 **Date and location of next year’s Conference should be posted on**
 126 **the WSSMA website.**

127
 128 **9 months – 1 yr. prior** – Solicit vendors, donors, and speakers. Vendors are issued a budget
 129 at the beginning of each year and if you delay, they may not have the
 130 money to participate. **Contact medical equipment supplies, uniform**
 131 **stores, major healthcare employers, healthcare hiring agencies,** and the
 132 pharmaceutical reps that frequent your office and local merchants.
 133 They may no longer be able to donate items but may be able to sponsor
 134 a speaker. Have vendor quote packets and registration forms available
 135 to hand to them when they come by your office. Collect their business
 136 cards so you have information to make additional follow-up calls and
 137 meetings.
 138

139 **Schedule** – Start blocking out the time allotments for the CEU classes,
 140 vendor breaks, lunch breaks, Educators Forum, House of Delegates
 141 sessions, Reference Committee meetings, lunch presentations, dinners,
 142 Installation banquet, and Presidential receptions. Included should be
 143 time allotment for the Pre and Post Conference Board of Trustees
 144 meetings.

145 You will need to work closely with the President and Speaker of the
 146 House. (Updated 3-23-14).

147
 148 **Add: If possible the hosting chapter, President, Vice President and**
 149 **Speaker of the House should confer about Conference during**
 150 **Leadership Retreat Weekend.**

151
 152 **ADD: Daily registration should include lunch.**

153
 154 **Education** - Start thinking about what CEU topics you want to
 155 present at the conference. Review past conference program booklets
 156 to ensure you are not repeating a program that has occurred within
 157 the last three years. Not only does this avoid repetition in the
 158 programs offered but provides CEUs for different subjects and
 159 categories within a five-year period, allowing members to receive
 160 needed recertification credits. The standing rules state there shall be
 161 offered a minimum of 16 CEUs per state meeting sessions;
 162 minimums broken out as 6 CEUs Thursday, 5 CEUs Friday, 5 CEUs
 163 Saturday. **If possible additional CEUs should be offered.**

164
 165 **Speakers** should be approached as early as possible. Many providers
 166 schedule events and seminars far in advance, so be early just to make
 167 sure you get on their schedule. Start by making an initial phone call or
 168 email to see if they are interested in providing a presentation at the
 169 conference for our non-profit group and ask if you may send more
 170 information about the event. Give them direction in which topic and
 171 focus you want them to discuss. Do not offer honorarium or other
 172 payment until financial obligations are met; consider refunding 1-day
 173 registration for our own members that speak.

174
 175 **Reworded:** Once they have agreed to be a presenter, send them a letter
 176 of confirmation and a speaker information request sheet. This sheet
 177 asks for a CV, audio/visual, microphone choice (if possible). Confirm
 178 they will have thumb (flash) drive and power point presentation.
 179 Confirm contact information such as email and phone number. **It is**
 180 **suggested that the speakers e-mail you their presentation prior to**
 181 **Conference.**

182
 183 **Note: the letter of confirmation and speaker info request sheet may**
 184 **need to be reviewed by this committee.**

185
186 The hosting chapter should present **the theme packets for Fun Night**
187 to the chapter Presidents at the Fall BOT meeting or the Leadership
188 retreat to allow chapters to prepare their chapter members for the Friday
189 night “Fun Night”. Also included should be plenty of registration forms
190 for the Chapter presidents to distribute to their chapter members.

191
192 Work on registration form and **preliminary** schedule that will need to be
193 available on WSSMA Website no later than January 31st.

194
195
196 **6-9 months prior -** **Confirm meal prices and AV equipment charges** (if using hotel AV
197 equipment) with hotel in writing. This needs to be done to ensure the
198 cost of registration will cover any increases that may have occurred since
199 first setting up the contract.

200 Count ribbons and badge holders on hand and order more if necessary.
201 These are cheaper in bulk and will be ordered as a **WSSMA line** item
202 as part of the printing budget. **The WSSMA State Treasurer will keep**
203 **inventory and will re-order ribbons as necessary.**

204
205
206 **6 months prior -** Arrange for Color Guard to present flags on Friday, at first session of
207 HOD.
208

209 **3 -6 months prior –** All hotel arrangements should be confirmed including table set-ups,
210 chairs, extra electrical outlets if needed and waste baskets.

211
212 Solicit Chapters and local merchants for the ads they wish to
213 place in the Conference program.
214 Obtain Welcome Message for program from WSSMA President and
215 State Conference Chair. Hosting Chapter President may also submit a
216 Welcome Message.

217 Speakers and vendors should be confirmed.
218 Vendors should be placing their orders and sending their registration
219 fees at this time.

220 Contact the **WSSMA President** and webmaster to post an
221 announcement about the conference to include the theme, dates, place,
222 cost (if known; can be added when determined).

223 The registration form, preliminary agenda and informational page (i.e.
224 fun night theme, hotel information) should be ready to post to the web
225 site no later than January 31st. **Information should be as complete as**
226 **possible. As speakers are confirmed the information should be**
227 **updated on the WSSMA website.**

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229 Door prizes collected, and decorations should
230 be bought.

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Audio/visual equipment (to include microphones for HOD, speakers and head table for meals) confirmed through hotel or if using WSSMA equipment through the WSSMA AV Committee Chair.
If using 3 rooms; 2 for presentations and 1 for HOD and Educator’s session; 3 AV projectors and laptops will be needed.

Conference Chair should go on-line to the State Governor to request a “Medical Assistant Proclamation.” Local mayors may be contacted; check on-line first to see if that is an option for requesting a proclamation before writing a letter.

WSSMA Website Chair or a delegated person should send a SAVE THE DATE e-mail from WSSMA to all Members-at-large

1 month prior –

Confirm all **speakers**, vendors, sponsors, contributors and advertisers.
 Make or order name badges for speakers, sponsors and vendors.