

NASRA/TEDPA Conference Host Responsibilities

Prior to being selected as the site for a NASRA/TEDPA conference:

States offering to host the conference will prepare a presentation for the NASRA/TEDPA membership at their annual meeting. The presentation is a way for the NASRA/TEDPA members and board to determine if it is beneficial to hold our conference in a specific state. Some points to consider presenting are room costs, nearness to an airport, shuttle availability, parking, tourist attractions and a facility large enough to house both the NASRA/TEDPA and NASRA/TEDPA conferences.

Upon being chosen as the site for a NASRA/TEDPA conference:

- It is preferred that the State designate a Conference Chair. The Conference Chair will attend all teleconference meetings with the NASRA/TEDPA board for purposes of planning the conference. The Chair will be the NASRA/TEDPA board's point of contact and will work very closely with them.
- Identify hotels suitable for the conference, meeting the criteria set by the NASRA/TEDPA board.
- The Conference Chair will perform site visits to all hotels that submitted offers meeting conference specification. Note: While hotels may identify themselves as ADA compliant, we have found that site visits assist us in assuring they are.
- Once a hotel is identified and the contract is signed, the NASRA/TEDPA board and Conference Chair will work directly with the hotel.
- Planning for the conference begins after the previous conference is complete. The Conference Chair will advise the board on a variety of matters concerning the logistics of their area. Some of these include: sending the board websites for visitors, airport shuttle/taxi information, providing maps and information to be included in the conference attendees packets, identifying appropriate key note speakers from the area, acquiring letters of welcome from the Governor and other agencies deemed appropriate. The Conference Chair will be expected to give a short welcoming speech to members.
- The host state will assist NASRA/TEDPA in providing technical equipment such as LCD projectors, laptops, copiers, general office supplies, etc. It is extremely helpful to NASRA/TEDPA to have a technical person in attendance to assist with set up and take down of technology needed.
- The Conference Chair will assist NASRA/TEDPA by recommending appropriate entertainment for the conference. This could be related to cultures of the area, performers, etc.
- The host state is asked to provide photocopies of conference materials such as PowerPoint presentations, NASRA/TEDPA board meeting minutes, NASRA/TEDPA treasurer's report, etc. if possible.
- The host state is responsible to pay for their attendees, and all attendees must meet NASRA/TEDPA bylaw criteria to attend.