PNWIS Annual Conference Guide

Pacific Northwest International Section

of the

Air & Waste Management Association (A&WMA)

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This guide is subject to updates following each annual conference. The PNWIS Board sponsors each annual conference and is integral in guiding its planning process. However, each annual conference committee has the latitude to plan a unique, innovative program that supports year-to-year continuity.

PNWIS ANNUAL CONFERENCE GUIDE

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Mission, Goals, Objectives

PNWIS includes members from government, industry, consultant and academic organizations. The PNWIS region includes Alaska, British Columbia, Idaho, Montana, Oregon and Washington. Environmental professionals and students are invited to attend the PNWIS annual conference to exchange technology and best management practices. These events are held in various locations throughout the Pacific Northwest and future sites are chosen two years in advance.

Large metropolitan areas such as Seattle, Vancouver or Portland host a large conference approximately every other year. In alternate years, a smaller event is held in another NW area where an active chapter agrees to host the event. The annual conference is sponsored by PNWIS, while hosted and planned by one of the chapters and its associated conference planning committee. The planning is supported by volunteers, as needed, from throughout the section.

The annual conference is normally scheduled in early November although they have been held at other times if venue conditions (weather, local attractions) recommend a schedule shift. The Conference Chair(s), in consultation with the Board, will select the dates for the conference and assure that an acceptable facility is available for those dates. It is recommended that the scheduled dates avoid potential conflict with national holidays (Canadian and U.S.) and other conferences or significant events in the area.

The conference chair(s) will normally live in the host chapter area. The Board will identify candidates based on experience and conduct interviews to determine interest, qualifications, and support from their organization. The Conference Planning Committee will be composed of members from the host chapter area but may also draw support from other PNWIS chapters.

The intention, in planning each PNWIS conference is to provide:

      Technical Excellence

      Participation Opportunities

      Memorable Experiences

Conference Program

The theme and focus of each conference is based on experience from previous conferences, current PNWIS goals, and contemporary issues. The program traditionally starts on Wednesday with a plenary session in the early afternoon, hereby leaving the morning open for delegate travel and registration. Lunch is usually only provided for the conference planning committee and PNWIS board members.

The program includes a technical session on Wednesday after the opening plenary session and a break, four technical sessions on Thursday (with breaks) and two on Friday morning. The exhibitors host a reception in the exhibit hall on

Wednesday evening just after the technical session concludes (the reception is funded from the conference budget which includes exhibitor fees).

All full (three-day), and those who register for the day, are invited to the President's Luncheon (A&WMA and PNWIS presidents speak) on Thursday and/or the Awards Luncheon on Friday. Thursday night is typically reserved for the gala banquet event – an evening which includes dinner and entertainment. On occasion, this event may trade evenings with the Exhibitor's Reception. Awards may be given out at the banquet (rarely occurs) if a portion of the award recipients are going to miss the Friday luncheon due to travel or other reasons. The conference officially closes after the Awards Luncheon (or the final technical session if a luncheon is not scheduled).

The technical sessions are scheduled for 90 minutes with 30-minute breaks. During breaks, attendees are provided with refreshments while they investigate services and products available in the exhibit hall. Luncheons are about 90 minutes depending on what is on the agenda and other events planned that day.

Other events or meetings may also be held throughout the conference. These meetings should be planned such that they allow delegates to participate in all of the conference's technical and networking events:

- Teachers Training Workshop

- Committee Meetings (e.g. education, chapter meetings)

- Professional Development Course(s)

- Other association group meetings

The conference program has typically included the following:

Tuesday: Professional Development Course (all day)
        PNWIS Board meeting and dinner (afternoon/evening)

Wednesday: Association General Meeting (morning)
        Registration (all day)
        Plenary session in early afternoon, followed by a break
        Technical sessions (late afternoon)
        Exhibitors Reception (evening)

Thursday: Fun Run (early morning)
        Registration (all day)
        Technical sessions with breaks (all day)
        President's Luncheon
        Gala Banquet (evening)

Friday: Registration (morning)
        Technical sessions, with a break (morning)
        Awards Luncheon

Planning Schedule

Planning a PNWIS Annual Conference requires early and on-going planning by the PNWIS Board, the Conference Chair(s), and the Conference Planning Committee. The following list includes recommended completions prior to the conference start date:

24 Months (PNWIS Board, Conference Chair)

- Determine geographical location of conference
- Commitment of Conference Chair(s)
- Establish primary conference committee roles
  - Exhibitors Chair
  - Technical Chair(s)
  - Communications Chair
  - Treasurer
- Select conference facility and dates

24 to 18 Months (Chair, Conference Committee)

- Written plan with all conference committee roles
- Present annual conference plan to PNWIS Board
  - Preliminary planning and committee development
  - Preliminary budget and sponsorship plan

18 to 12 Months (Chair, Conference Committee)

- Develop conference theme and logo
- Mission Statement, goals, responsibilities clarified
- Determine and plan for long-lead commitments
  - Establish schedule/responsibilities
  - Hotel and conference center contracts
  - Keynote speaker commitments
- Develop technical program concepts/plan
- Begin occasional conference calls with committee chairs
- Establish conference-specific web link on the PNWIS web page

12 to 9 Months (Chair, Technical, Exhibition)

- Develop Call for Papers, technical sessions outline, schedule
- Present final conference plan and budget to PNWIS Board
- Begin meeting monthly with committee chairs
- Invite the incoming A&WMA President to participate in the conference
- Invite key speakers and other dignitaries to participate in the conference
- Publish/web registration, sponsorship, and exhibitor information

9 to 6 Months (Chair, Technical)

- Issue Call for Papers
- Contact session chairs for commitment
- Develop draft of final conference/technical program
- Obtain technical abstracts
- Establish food/beverage estimates
- Complete conference room arrangements, signage
- Establish lodging room block estimate
- Begin meeting monthly with the full committee
- Contact A&WMA and request publicity for conference in the EM magazine
- Establish the preliminary A/V agreement/contract

6 to 2 Months (Chair, Conference Committee)

- Reissue Call for Papers
- Assure that speakers are registered
- Order registration bags, T-shirts, giveaways
- Develop final Script for all conference activities
- Begin meeting live twice monthly for committee action status

2 Months (Chair, Conference Committee)

- Web the final program and conference schedule
- Verify status of long-lead commitments
    - Food, beverage menus and headcount
    - Session room allocation, locations
    - Lodging room blocks
    - Registration trends
    - A/V agreement
    - Special events and entertainment contracts
- Begin weekly meetings (telecons with selected committees)

4 Weeks (Chair, Conference Committee)

- All abstracts/papers to Technical Committee
- Include abstracts in Conference Final Program, schedule printing
- Verify status/delivery of registration bags/T-shirts/giveaways

3 Weeks (Tech Chair, Conference Committee)

- Final A/V requirements from Technical Committee
- Establish final A/V equipment specifications for session rooms
- Verify Registration volunteers are committed for opening day

1 Week

- Verify all ordered items have arrived (Conference Committee)
    - T-shirts or other giveaway items
    - Programs, flyers, poster boards, banners

2 Days (Registration Chair, Technical Chair)

- Pack box of office supplies for Registration
- Laptops/projectors for plenary, session, and speaker prep rooms

1 Day (Chair, Conference Committee)

- Arrive at Conference location
- Review facility with staff - identify issues and solutions
- Coordinate with hotel/conference center for next day
- A/V vendor equipment and service available
- Registration materials bagged
- Opening Plenary Session plans in place

Planning Committee

Developing and maintaining conference committee participation will be an ongoing process especially during the first six months. The Conference Chairs(s) shall be nominated and approved by the PNWIS Board two (2) years prior to the event; and they will, in concert with the Board, identify chairs for each committee. It is a priority to identify the Exhibition Chair(s), Technical Chair(s), Communications Chair, and the Treasurer since they have a lot of early responsibilities. It is recommended that co-chairs share General Conference Chair and Technical Chair roles and responsibilities.

The Conference Committee is traditionally composed of PNWIS members in the geographical area of the chapter hosting the event, but support may be requested from the PNWIS Board or from other chapters. Each committee is to be staffed with sufficient volunteers to assure continuity in planning.

Committee roles may vary somewhat each year given the preference of the Conference Chair(s) and PNWIS Board, availability of volunteer skills and experience, and opportunities for new or combined committees. The Conference Committee typically includes the following chairs/committees (alphabetical):

- **Accompanying-persons activities**

- **Awards and Recognition**

- **Exhibition**

- **Finance**

- **Fun Run**

- **Luncheons and Banquet**

- **General Conference Chair (s)**

- **Local Arrangements**

- **Protocol**

- **Professional Development**

- **Publications**

- **Publicity**

- **Registration**

- **Sponsorship**

- **Student Program**

- **Technical Program**

- **Technical Tours**

General responsibilities of each chair/committee are further described in other sections of this guide.

Conference Facility

The hotel/conference center should be selected two years prior to the event; allow time to negotiate contract terms and schedule. The facility should be conveniently located in the area with access to transportation, parking, and entertainment. The facility should accommodate 4 simultaneous technical sessions (50+ delegates/room) plus other planned meetings (professional development course, teacher training, committee meetings, and the PNWIS board meeting and Annual General Meeting). The facility must include an exhibit area for 25–40 booths, a registration area, banquet facilities for luncheons and the gala banquet, a speakers preparation room, and 100+ lodging rooms that can be blocked for conference delegates. The "conference price" for lodging rooms should be reasonable, firmly quoted prior to selection, and include sufficient amenities useful to business guests (fitness center, business center, restaurant, room features – phone, internet connection, coffee, ironing board, hair dryer). If the facility does not have an appropriate room for the gala banquet planned, other nearby facilities may be considered. However, this adds a transportation requirement and cost.

A preliminary facility plan/schedule will specify the room layout for all sessions, events, or meetings - number/size of tables and classroom or theater seating. Contact the regional visitors' bureau for suggestions and, as required, solicit bids from 2 or 3 facilities. This process may yield additional planning or layout ideas. Conferences are most effective, for everyone in attendance, when all of the conference rooms, including the exhibit hall, are in close proximity.

Evaluate bids and select a facility based on documented criteria. Many of the terms proposed in the original facility bid are negotiable and, as required, use the services of the PNWIS Board and A&WMA Director of Meetings (see www.awma.org, Member Services, Headquarters Staff). The critical contract terms – lodging room rates, reserved block of rooms and restrictions, cancellation policy, meeting room rates (if applicable), complimentary rooms (based on occupancy rate), deposit amounts and timing, and PNWIS credit terms.

Conference meeting/event facility room rental rates are typically waived when a minimum number of lodging room-nights and/or a minimum billable cost for food/services are guaranteed/paid in the course of the conference. The hotel may require references for the last few PNWIS annual conferences. Some contracts include a tiered cost structure for use when the conference meets a percentage of the above guarantees.

The contract cancellation policy should include a Hold Harmless clause as follows (verify with A&WMA Headquarters that the following is current):

"The Hotel shall indemnify, defend and hold harmless the Association and its officers, directors, agents, members, employees, volunteers, affiliates, and other meeting participants from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorneys' fees arising out of or caused by the Hotel's negligence in connection with the provisions of the Hotel's facilities. The Hotel shall not have waived or be deemed to have waived by reason of this paragraph, any defense which it may have with response to such claims."

The contract may specify fixed/committed lodging and/or meeting/event room rates for the scheduled conference, or a maximum annual rate of increase from a stated baseline rate. Room reservations must be arranged by attendees directly with the hotel by requesting the "conference rate." The PNWIS membership shall be notified, in the preliminary program, of the conference rate and the hotel code/name to request. This media will also encourage potential delegates to book rooms in the "conference hotel" such that the room block guarantee can be met. Note that the Conference Chair(s) will reserve rooms for the A&WMA President and others who have complimentary lodging.

The facility may provide complimentary lodging rooms based on the number of rooms occupied by attendees. Typically, hotels offer one complimentary room per 50 lodging rooms occupied during the conference. They may also provide a suite or upgrade for additional rooms occupied. The complimentary rooms are used to pay for the PNWIS President's suite and the A&WMA President's room. Other complementary rooms may be used for Conference Chairs(s), Technical Chair(s), Registration Chair or other conference participant as agreed by the Conference Committee (they may also agree to allocate additional annual conference budget to pay for selected complimentary rooms).

Hotels may require a deposit to secure the facility for the desired conference date but others simply use a contract. In the past, some facilities have required deposits of up to $5,000. PNWIS will pay deposits only when required and no earlier than is required to assure planned conference scheduling, lodging and/or meeting/event room rates, or other necessary arrangements. If a deposit is required, PNWIS/Conference Chair(s) will negotiate with the facility to postpone payment until one year, or less, before the conference date.

Most facilities request a credit application. The PNWIS Treasurer can provide bank references and he/she, the PNWIS President, or the Conference Chair may complete the application. The only conference that should not be referenced as a credit resource is the PNWIS 1996 conference in Seattle for which PNWIS disputed some of the terms on the final invoice.

As the conference date approaches, consider the facility as a resource for your audio/visual equipment, decorating, fun run, catering, or other needs. As the preliminary conference program (and script) is prepared, coordinate with the facility to verify that necessary lodging and meeting/event accommodations (rooms, location, capacities) are available, and confirm all applicable room rates.

Financial

The General Conference Treasurer is identified soon after the Conference Chair(s). This volunteer may be the PNWIS Treasurer or another volunteer. All expenses, applicable to conference development, must be tracked and reported quarterly to the PNWIS Board. The Conference Chair will request seed money, as required, as soon as expenses are incurred – may include hotel deposits, logo design costs, or other costs. Finances can be managed with a separate account or as a sub-account of the existing PNWIS account.

The Preliminary Budget should be developed and presented for approval at the PNWIS Board meeting a year before the conference and revised to a Final Budget within 6 months of the conference. The budget will include estimated income from Registration, Exhibition, and Sponsorship - refer to those sections in the guide below. The Treasurer will work with these committees to determine the most effective method for processing fees and contributions.

The Treasurer will write checks (directly to vendors or to reimburse committee members) and provide credit verification using the PNWIS VISA account (usually required by the conference hotel to guarantee payment of food/beverage and services accounts which accumulate during the conference).

The Treasurer will report to the PNWIS Board on a quarterly basis, during and after the conference, until final financial close-out is complete.

Conference Chair(s)

Each year, the conference planning committee inherits the planning results of previous events. Therefore, each committee must consider that legacy when making decisions. The Chairs and the Conference Planning Committee are encouraged to take a strong leadership role, and have some latitude, in conference planning. However, the annual conference is a PNWIS event and, as such, must be coordinated with the PNWIS Board which represents the membership. An effective conference will maintain legacy events and integrate innovative planning and events. The registration fee structure must also reflect the consistent PNWIS focus on providing access to a wide spectrum of potential

delegates. Significant planning and financial issues must be discussed with the Board and decisions reported in a timely manner.

It is recommended that the Chair(s) begin conference calls and meetings per the Conference Schedule above. Each committee will report on planning process, milestones, and action item status, as required. Each meeting should include volunteers from the following committees: Conference Chair, Technical, Registration, Publicity, Sponsorship, and Student/Young Professional. Meetings shall begin monthly 18 months before the conference with those committee members who have action items. The full conference committee should begin meeting 12 months prior to opening day. Ask each committee to establish a timeline of milestone goals.

The Conference Chair should invite the incoming A&WMA President to participate in the PNWIS event in January of the conference year. The outgoing President may also choose to come back the year following their year in office. They should be contacted via A&WMA Headquarters. Typically, A&WMA pays their transportation and PNWIS pays their hotel and meal costs (usually for two nights; three nights if they choose to attend the PNWIS Board meeting and dinner, Tuesday of the conference). The Conference Chair will book a standard room (double occupancy) at the hotel for the A&WMA President and guest. If they choose to stay longer, they will need to make personal financial arrangements directly with the hotel.

The Conference Chair(s) will determine complimentary registrations and coordinate with the Registration Chair. They typically include:

- General Conference Chair(s)
- Technical Committee Chair(s)
- Registration Committee Chair
- A&WMA President
- PNWIS President

The Chair(s) may add other volunteers to the complimentary registration list if their role was time/labor intensive.

Usually the hotel will give a number of "free" rooms, or upgrades, based on the number of room nights that the registrants book. These rooms are typically allocated to:

- PNWIS President (suite)
- A&WMA President
- General Conference Chair(s)
- Technical Committee Chair(s)
- Registration Chair

The Chair(s)/Conference Committee may add others to the complimentary room list for one or more nights depending on the extent of their volunteer role.

Key speakers and dignitaries, as desired, should also be invited early in the planning process (within 9 months of the event). This is done in parallel with choosing the main focus areas to be featured in the technical program sessions.

As conference planning evolves, create a script, and each person involved, which details all activities planned from Tuesday through Friday of the conference. Scripts have been used since 2002 so there are templates available. The conference committee will review and update the script and the final version will be available to everyone who is helping to plan and implement the program.

PNWIS, A&WMA, and sponsorship recognition banners/signs should be hung from prominent places in the registration or exhibition area. This must be approved well ahead of time (by the hotel/conference facility) since it is typically offered as a sponsorship benefit which is included in promotional information.

Events Planning

The social, networking events each day of the conference will be planned by the Luncheons and Banquet Committee and/or with support from several committees or volunteers; and, will require early planning and on-going oversight by the Conference Chair(s).

Assure that there is a designated photographer(s) to take photographs at each of the events/activities in the conference, Tuesday through Friday (professional development course, technical and plenary sessions, exhibitors reception, luncheons, gala banquet, and student activities).

Hotel Notes

- Assure that water is on the front tables in all breakout rooms and during the keynote/plenary sessions and luncheons.
- Don't make rows of chairs in the break-out rooms too wide, or people won't fill in the rows.
- Plan Head Table seating well in advance of the event

Opening Day Plenary Session (Wednesday)

The conference will be opened by the Chair(s) who will:

- Welcome everyone to the meeting and recognize the efforts of the planning committee and PNWIS Board; ask each group to stand.
- Thank and recognize all sponsors
- Discuss key events of the conference and make housekeeping announcements
- Introduce the A&WMA President, ask them to stand, and thank them for attending the conference

- Introduce the keynote speaker and thank them when complete
- Announce the break, break sponsor, and afternoon sessions

President's Luncheon (Thursday)

This luncheon is usually on the Thursday of the conference. The Head Table at this luncheon includes:

- General Conference Chair(s)
- A&WMA President
- PNWIS President
- PNWIS Officers (PNWIS President will determine)

There should be a special table near the front of the room, reserved with a sign, for the past presidents of PNWIS. The current PNWIS President will, during his/her presentation, introduce each person and ask them to stand.

The Conference Chair will open the luncheon program with a welcome, housekeeping announcements, and a review of the remaining conference events. They introduce the PNWIS President who will, after they have spoken, introduce the A&WMA President (or, the Conference Chair may do so). The A&WMA President hands off to the Conference Chair who announces the afternoon sessions.

Gala Banquet (Thursday evening)

This event is always memorable and promotes significant networking. The banquet will be held in one of the large rooms in the hotel/conference facility or in another facility in the area (although, this adds transportation challenges and cost).

If transportation is required, assure that there are enough buses/vans and frequent trips such that all delegates have access to the banquet food, beverage, and activities. Travel should start in time to get the first group to the banquet in time to begin pre-dinner beverages and networking. All of the participants should be at the banquet facility within the first 30 minutes of this event. Transportation may be sponsored - by contribution or in-kind donation of services.

The banquet pre-function lasts about an hour after which the PNWIS President welcomes all delegates, and special guests, and announces that dinner is served. These banquets are usually buffet style and the food, beverages, and desserts may be located on several tables throughout the facility. This minimizes lines and waiting times. And, buffet style dinners are more cost effective. Any special meals, requested by delegates during the registration process, should be provided.

During the pre-function or toward the end of dinner, activities (entertainment, audience participation, contests and prizes) may be announced and provided.

This is a good opportunity for a sponsor to get recognition for funding any of the activities, the beverages, or other banquet services.

After dinner, the PNWIS tradition is to provide a live band for musical entertainment and dancing. This also provides further opportunity for networking.

The banquet event usually continues until about 11:00 PM but this depends on contracts for the facility, services, and/or the entertainment. Keep in mind that the final day of technical sessions begins the next morning.

Awards Luncheon (Friday)

This luncheon concludes the conference; and, the Head Table includes:
- General Conference Chair(s)
- Following Year's General Conference Chair(s)
- Awards Committee Chair
- PNWIS President
- Conference Committee Members (Chair will determine)

The Conference Chair will open this luncheon, make housekeeping announcements, introduce the head table, and thank the planning committee (ask them to stand). They will again thank and recognize each of the sponsors and introduce the Awards Committee Chair(s).

The Awards Committee Chair conducts the awards program and is typically assisted by the co-chair or other volunteer(s) to hand out the awards. If there are raffles or drawing winners to be announced, they will also be part of this program. Photos will be taken of each award presentation.

The Conference Chair will introduce the Conference Chair(s) for the next PNWIS conference who will give an overview of the upcoming event.

The Conference Chair will then address fundraising initiatives or other residual business, thank everyone for coming, and close the conference.

Theme, Logo, Promotional Materials

Important steps early in the planning stage include:

- Define technical and/or focus theme for conference
- Design conference logo to represent theme and region
- Decide if additional promotional items will be given to delegates

The conference theme will headline all promotional materials (including the conference website) and facilitate promotion of the conference. The wording of the theme should be readily understood, communicate the conference focus, and stimulate interest with a wide spectrum of potential delegates. Effective themes

are usually just a few words; compare current ideas with themes used in past PNWIS and A&WMA conferences.

The conference logo design will be featured on all promotional materials, conference letterhead, and on conference-specific items/materials posted on the web or handed out at registration (such as the final programs). It will become a symbol for the conference on all associated promotional materials/items. The conference theme and qualities of the host chapter region should be considered in a design that is simple, artistic, and interesting. Complex, detailed designs do not print or communicate well. The logo may be developed by a volunteer individual or group, in a competition (for students or other groups - if you start early enough), or by a regional graphics firm. If cost is involved, negotiate with the designer to convert part their fee to conference sponsorship (with appropriate recognition).

In past years, T-shirts or other significant items (soft attaché or CD cases, memory sticks, etc.) have been given out to all full (three-day) delegates; in some cases, one-day registrants have also received these items. These conference-specific items are useful in reminding delegates to come to subsequent conferences. And, by limiting their availability, the items may be used to provide incentive for registrants to sign up early and/or as full delegates. The conference logo and theme, plus sponsor logos (major or all), are printed on the promotional item. These items should be designed for promotion and to leave a positive, lasting "PNWIS" impression with delegates.

Items designed for specific events, such as the Fun Run, typically include event-specific information as well as a conference reference – logo and/or other descriptive conference information. If sizing is required, assure that individual preference is requested on the registration form. Place orders with sufficient lead-time; as such, these items may not be available for late registrants.

If T-shirts are ordered, use early and regular registration information to estimate the number of shirts and sizes needed. Order a few extra shirts in Large to cover the late registrations. As registrations continue to come in, monitor and update the order as late as possible with the vendor.

Publicity

An effective conference will initiate a publicity plan early and maintain that focus throughout the planning process. This committee will select and contact other compatible NW associations and request links on their websites directing their members to our conference web site.

Regional newspapers, especially business journals, feature announcements plus environmental news and educational opportunties in community calendars, columns, or special sections. This information can take the form of a two-line listing with the conference theme, A&WMA/PNWIS, conference dates, and the web site. Or it can be written as an article about PNWIS/A&WMA with news of the conference near the top of the feature.

Also, ask PNWIS/A&WMA members to promote the conference at work during environmental staff or management reporting meetings; route the flyer, via email, to others in the organization who may have interest in attending as a delegate and/or speaker. These same members may also assist in stimulating interest in sponsorship or exhibiting at the conference.

Technical Program

The initial technical program provides a framework to identify the technical lines - usually four running concurrently each day (e.g., air quality, monitoring, sustainability, waste, water, or environmental management), the number of sessions each day, and the total number of presentations planned for the conference. The session on the first day, after the opening day event and break, may include a panel discussion or feature another plenary event to address a specific subject of significant interest. The Technical Committee will likely also be involved in planning plenary, panel, and other events; identifying and inviting speakers and other dignitaries.

One of the first decisions is whether presenters should provide a full paper, presentation graphics, or an abstract prior to the conference. (Note that PNWIS has a server on the website for posting presentations from all hosted conferences.) As such, it is recommended that only an abstract be requested. The presenter will then be required to bring presentation graphics in a current, specified format (on easily accessed media) on or before the day of their session. Presentations will be down-loaded to a conference provided laptop, to assure compatibility with A/V projection equipment, prior to each session to save time between presentations.

Once the outline of the technical program is defined, specific presentation guidelines should be defined and documented; e.g., page layout, minimum font size, length of presentation, and other desired features. These guidelines will be included in the Call for Papers and on the conference website.

Final Program printing costs are reduced significantly by including only the abstracts.   Some committees have distributed a CD of the full technical proceedings to the delegates but this requires reproduction on the final day of the conference and/or mailing the CDs - both of which increase cost. Also clarify that presentations will be judged during the conference with recognition and monetary awards announced during the Awards Luncheon on Friday.

Audio/visual (A/V) services should be tentatively defined before the Call for Papers and/or Request for Session Chairs is issued so each speaker is aware of available resources. And, the session chairs can then answer questions about the A/V without going to the Technical Committee. See the section on Audio/Visual Equipment in this guide for more details.

The Committee should define a range of topics and/or subject areas to be covered at the conference. A request for session chairs and a call for papers, identifying the proposed topics, should be issued 6 - 9 months before the conference.

In the last 6 months before the conference, titles for session topics will be adjusted in response to the papers received and/or lack of response in specific subject areas. Six weeks before the conference, the session chair positions should be filled and the technical program complete. All abstracts shall be received, and speakers registered, four weeks before the conference.

The Technical Committee will:

- Develop technical program concepts
- Select and contact keynote and plenary session speakers
- Identify and contact all line and session chairs
- Prepare session outlines for the conference
- Solicit student papers
- Coordinate student poster session with Student Programs Committee
- Design Call for Papers, obtain abstracts, and notify accepted speakers
- Prepare draft of final Technical Program for the Publicity Committee
- Obtain abstracts for inclusion in the Conference Program
- Obtain presentations for printing, CD, or PNWIS web site
- Coordinate thank you letters for speakers, session and line chairs

Typically, the Technical Committee Chair recruits 4 Line Chairs who in turn will assist to identify 6-8 Session Chairs who will then recruit 3-5 Speakers for each session (total of 18-40 papers, depending on whether there are 1 or 2 breakout sessions on the first afternoon and the last morning). It's a good idea to have session co-chairs in the event one of them cannot be present as scheduled.

Line chairs, session chairs, and speakers are all required to register for, at a minimum, the day they are scheduled to participate. Speaking, participation, professional development, and networking at the conference are a privilege and, as such, all must register. Encourage speakers to attend the entire conference and to book hotel rooms to help support the success of the conference.

Technical Chair(s) will develop a timeline, 9 months in advance, with milestones to schedule session chairs/speakers and abstract submittal.

The committee will draft a preliminary program to submit to the Publicity Committee for publication and/or website posting. The committee will also provide equipment requirements to the A/V Committee.

Once the Technical Program is final, coordinate with the Publicity Committee to assure that signage is provided outside each session room displaying the daily (or more frequent) session schedule; may require easels and/or coordination with the hotel. Assign volunteers to change the signs as often as required before sessions.

<u>Line Chair Duties</u>

- Attend periodic Committee planning meetings
- Recruit 6-8 session chairs
- Work with Session Chairs to call for and collect abstracts
- Submit abstracts to Technical Committee Chair(s)
- Act as focal point for session chair coordination
- Assign and schedule papers for specific sessions
- Coordinate session schedules within the line and with the full committee
- If full technical proceedings are to be published (paper or CD), collect presentations before the publishing dead-line
- Provide a short synopsis for each session in the program
- Include speaker information and presentation title for each session
- Review preliminary and final program for accuracy
- Assure that session chairs and speakers are registered for the conference
- Forward a listing of all chairs and speakers to the Registration Committee
- Send thank you letters to the session chairs after the conference

<u>Session Chair Duties</u>

- Support Line Chair and technical committee planning meetings
- Recruit speakers (3-5 per session)
- Send schedule for abstracts and presentations to speakers
- Collect abstracts by deadline and forward to the Line Chair
- Provide a short synopsis for each session to the Line Chair as required
- Collect presentations and forward to the Line Chair for publication
- Act as a focal point for speakers, inform them of schedule and room location, and arrange for A/V equipment required
- Assure that each speaker is registered for the conference
- Build a listing of each speaker's name, company, e-mail and mailing addresses and phone numbers along with the title of their presentation and forward to the Line Chair
- Assure that A/V is in place, tech support is available, and lighting is correct
- Introduce each speaker and adjust the microphone for each speaker.
- Send thank you letters to each speaker after the conference

Professional Development

The Technical Committee or a separate committee will plan the professional development course(s) to be hosted all day on Tuesday before the conference begins. The subject of the course(s) will reflect the conference theme and/or address a subject of general interest to potential conference delegates. History has shown that most of the delegates who come to the course on Tuesday will also register for the full three-day conference. And, attendees for the course will

also likely stay at the conference hotel which will assist in meeting the minimum block of rooms required by contract.

The course agenda is usually 8 hours long, and finishes in time for PNWIS Board attendees to attend the late afternoon Board meeting. The schedule should allow time for lunch and two short breaks. Apply for education credits (for lawyers and engineers) and include that information in course promotion.

At a minimum, beverages (coffee, tea, soft drinks, and water) should be provided during the day - when appropriate (early morning, and both breaks). To minimize interruption to the course agenda, it is recommended that lunch also be provided with the cost accounted for in the registration fee. The luncheon is usually a buffet provided by the hotel just outside of the classroom.

The course should be priced to be both reasonable and recover the anticipated costs. A price break should be extended to those attendees who also register for the full 3-day conference - but, none of the fees should be lower than the break-even cost of hosting the course [food, beverage, speaker costs (usually just overnight lodging and food), room charge (if any), A/V equipment and printing costs]. Refer to previous conference course offerings for both subject ideas and pricing. However, each course will vary in terms of actual costs.

Student Program

Students have always been an integral part of the annual conferences. They give presentations, participate in poster sessions, act as monitors for sessions, and add significant positive energy to the proceedings. Beginning in 2002, the Environmental Challenge Competition has given students even more incentive to participate as delegates.

Line and Session Chairs are encouraged to identify student speakers and, as indicated, set up lines or sessions for student presentations. A student poster session may also be added to the conference events. Student presentations and posters are judged by delegates; and, recognition and monetary awards are announced during the Awards Luncheon.

The Environmental Challenge (EC) Program is perpetually featured on the PNWIS website with information about past annual competitions, challenge problems from previous years, challenge rules, winning teams and prize amounts, annual conference sponsors, and contact information for potential student participants and sponsors. The website also includes an EC program summary, history, team and competition photos, and recognition for EC fund sponsors. The EC fund topped $100,000 in late-2006 and is now available as a resource for some or all of the annual competition prizes. The PNWIS Board has historically funded prizes, requesting that the budget item be offset with sponsors and/or fund proceeds.

To give student teams enough time to form (and register for the conference), the EC problem should be posted at least six weeks before the conference. Teams

will work on the problem as posted, in parallel with classes, and arrive at the conference with a short (consultant) team proposal. They are then given a "twist" which will require them to consult, during the conference, with role playing delegates, obtain or develop additional information, and amend their presentation materials. On the last morning of the conference, each team will deliver a short presentation and judges will score them along with the proposal handed in the first day. Prizes will be announced at the Awards Luncheon that same day.

It is recommended that a student-focused event be included as a conference event. This may be a dinner or a social outing on the first night of the conference or an activity such as pool, karaoke, or bull-riding. The event can be tailored to the available resources in the conference city/area.

Audio/Visual Equipment

The Local Arrangements Chair/Committee, or another volunteer, may be responsible for audio/visual (A/V) equipment planning. It cannot be stressed enough that effective equipment and availability of service during the conference is vital to successful speaker presentations and quality of the learning experience for registrants. The future success of PNWIS annual conferences can be influenced positively by a quality program. The opposite may also be true.

Planning for A/V equipment should begin early and include coordination with the Technical Committee. Resist cutting costs on this equipment. Also, ensure that a technical support agreement is in place with an in-house or another A/V service vendor (most large conference facilities have a company on retainer) such that back up equipment and trouble-shooting for installed audio equipment is readily available. Some planning committees have enlisted the support of students to monitor speaker session rooms and they are responsible for getting A/V support quickly, as needed.

A/V equipment (some has historically been loaned by organizations, a form of in-kind sponsorship) should include laptop/LCD projector sets and screens (one for each session room, one for the speakers prep room, one for the plenary session, as required, and one extra set), one each of overhead and carousel slide projectors on site (or readily available from the A/V vendor) in case a speaker asks for one, remote controls, pointers, and one white board/easel/pens/eraser set available. A vendor usually supplies, sets up, and maintains the amplifiers, microphones, and connecting cables during the conference. Assure that equipment is provided, as required, for the Professional Development Course offered on Tuesday before the conference. The instructor may need additional equipment such as a film projector and screen and/or flip charts. Develop a written A/V plan to specify equipment needed in every room where there is a conference activity planned and scheduled.

Before the conference begins, set up each laptop and projector (loaned or vendor supplied) in each plenary and session room to assure compatibility of equipment. Due to time constraints, speakers are not allowed to set up their own laptops for

the sessions. They will be requested, by the Technical Committee, to bring their presentation in specific electronic format to be downloaded to session media.

A/V equipment, in general, should be specified before the Call for Papers or Request for Session Chairs are issued so potential speakers are aware of available resources. An A/V plan should be developed early and refined as session planning progresses. The plan will include equipment (loaned or rented) to be used in each technical session, panel discussion, plenary session, professional development course, and in the speaker prep room. Wireless clip-on microphones are preferred unless the audio system does not allow the speaker to walk around without amplifier distortion. Some sessions, more likely the plenary or panel sessions, may require a wireless hand-held microphone or two such that audience questions or comments can be included in the program. All A/V equipment is expensive so plan carefully, include what is needed, and exclude what is not likely to be used. A final set of A/V requirements should be available at least three weeks before the conference.

Exhibition

The Exhibition Committee will plan and publicize information for potential exhibitors; coordinate planning with past exhibitors, the hotel, and vendors(s) to set up, operate, and tear down booths in the Exhibition Area. The committee will contact past and other potential exhibitors - a cumulative list of exhibitors is updated from year to year.

The Exhibition Chair shall review the facility information and develop a preliminary layout and plan for the exhibition hall. During a tour of the facility, they will verify ceiling height, power availability, conference walking traffic flow patterns, and availability of tables, skirting, draping, and chairs. Assure that price quotes include everything needed at each booth including additional power outlets, as required.

The exhibitor package should be complete but also provide an easy way to get more information – Exhibition Chair phone, email and FAX. The package should include a facility layout showing the exhibition area, location of conference sessions and anticipated walking traffic patterns, events involving the exhibition area, what will be available to each exhibitor, the total cost and the number of conference registrations included. The package will also provide conference information (transportation, lodging, dining, and entertainment) along with a preliminary conference program which include session subject planning.

It is also very important to clarify when, how, and where the exhibitors can ship booth materials such that they arrive on time; so, the conference center can accept and store them properly. The days/hours of exhibition hall set-up, operation, and tear-down should be clearly specified and include a range of time to fit variable transportation schedules.

Free and Low-cost Booths

Free space is provided for PNWIS, Student Environmental Challenge, and PNWIS Annual Conference (for the following year) booths.

The Conference Committee may also offer low-cost, table-top space (usually outside of the high profile exhibitor areas) for government or non-profit associations to set up exhibits. The fee must at least equal the conference cost for providing this service. This fee does not usually cover the cost of the Exhibitors Reception but one or more booth representatives may be invited to that event, with the approval of the Conference Chair. Representatives who host in these booths must purchase tickets, or register, to participate in other conference events.

Set Up

Exhibitors can set up their booths on the 1st day of the conference but allow time for the exhibits vendor to set up the booth stalls, tables/covers, and exhibitor signage first. For example, the exhibits vendor could set up from 6-10 AM and the exhibitors from 10-1 (if the conference is scheduled to begin at 1). The exhibits vendor should remain on site, to resolve issues, until exhibitors have completed the set-up process.

Tear Down

Exhibitors can start tearing down after the morning coffee break on the last day of the conference. The exhibits vendor will come in shortly thereafter to begin removing booth drapery, framework, tables, etc.

Registration

The registration committee is responsible for planning and building a database system for tracking registrations and payments as they come in. The new PNWIS on-line registration software will assist in this process. The system must be user friendly, capture all of the necessary information for each registrant (student, speaker, exhibitor, A&WMA President, guest, luncheon/event only, etc.) and whether they are a full (three-day) or one-day delegate.

Establish, with the Conference Chair(s) and the PNWIS Board, a registration fee structure that gives incentive to early registrants and discourages last minute or walk-in registrants. Several forms of structure have been used so review the past five years to see what the history has been and then develop a fee structure, with cut-off dates for early, normal, and late registration. In addition, there should be a fee imposed for those who choose to register at the conference since this can impact planning for food and other services. It is important to plan the cut-off dates to correspond with the technical program due dates such that speakers have an opportunity to register early and benefit from lower fees. It may not be effective to grant all speakers the early rate since that will eliminate incentive to register early as well as undermine the fiscal success of the conference. The normal and late registration fees have typically generated sufficient income such that the

conference can subsequently provide funding for other educational events during the year.

Student registration fees are typically set to just cover the anticipated cost of providing food and beverage for conference events - for a specific day or all three days. Sponsorship may further subsidize students participation.

PNWIS has a long standing policy of "no pay – no pulpit" which means that all speakers must register for the conference and pay their applicable registration fees. The conference chair has the discretion to override this policy on a case-by-case basis which can come in handy for attracting a good keynote speaker. However, the conference chair should limit any other exceptions to this policy.

It is important to include all luncheons, the exhibitors reception, and the gala banquet as part of the Full (three-day) registration fee - for both professionals and students. One-day registration fees should include all of the conference events for that day. Individual pricing for these events, however, allows accompanying persons (not registered for the conference) to purchase tickets and attend as a guest. Charging registered delegates for conference events has been shown to be a negative incentive for potential registrants.

The Registration Committee also plans, with the Conference Chair(s), the registration packet, mailings and other publicity, badges/ribbons, meal tickets, the registration schedule, staffing, and the registration procedure. Coordinate the following tasks, as required, with other committees such as Technical, Publications, and Finance as well as the hotel and other volunteers. The Registration Committee will meet, as required, to plan the registration process, assign tasks, and develop information to report to the Conference Committee.

Registration Packets Include:

- Final program which includes abstracts and technical session schedule
- List of attendees prior to the meeting (without contact information)
- Name badge with information from their registration
- Ribbons designating PNWIS volunteer roles - each person will attach ribbons (obtained at the registration desk) to their badge, as desired
- T-shirt or other conference-specific item
- Meal and beverage tickets for daily events
- Pens/notepads/other items provided by sponsors, chamber of commerce
- Local information (if prepared) about attractions, restaurants, or activities

Conference Flyer/Registration Form

- Provide registration information for conference publicity flyers
- Coordinate mailing of publicity flyers/registration information, if desired
- Coordinate emailing and webbing of electronic registration information
- Develop and edit email/mail lists obtained from PNWIS Board

Registration Process

- Develop and maintain registration tracking database system
- Receive and enter data from registration forms to the tracking system
- Verify registrant A&WMA member number to verify membership is current
- Forward checks and credit card information to the Treasurer
- Conduct committee meetings as often as needed
- Maintain statistics on registrations received to report to Chair(s)
- Report registration information after each cut-off date
- Obtain list of speakers from the Technical Committee
- Obtain list of PNWIS and chapter board members from PNWIS

Conference Registration

- Determine procedures for registration
- Obtain supplies - registration bags, ribbons, name tag materials, etc.
- Arrange for and train on-site registrar volunteers
- Arrange with hotel for registration desk, banners, notice boards, etc.
- Manage cash, check, and credit card registrations/receipts
- Assemble registration packages - as much as possible before conference
- Obtain conference program, other materials from Publications Committee
- During the conference, notify the Chair(s) daily about registration statistics in case additional meals/services need to be ordered

Badges and Ribbons

The Registration Committee is responsible for determining how many badges & ribbons are needed and obtaining them. The ribbons should be ordered as soon as registration information is sufficient to estimate the total required. Many times the order can be adjusted up to the printing cut-off date. Order extra ribbons for each category (Speaker, PNWIS Board, etc.) to cover late registrants. The ribbons should be received at least a week before the conference to correct any errors or omissions. The ribbons are usually ordered from a specialty vendor - check with previous conference registration chairs for information. Purchase sufficient standard badge holders to accommodate the printed badge card plus the meal and beverage tickets. The badge holders should have clips or pins as well as a way to hang them around your neck.

Prepare, ahead of time, badges (with ribbons) for keynote and plenary speakers since they may not be required to register for the conference; coordinate with the Technical Committee and Conference Chair(s). Add these speakers in the registration database as complementary VIPs. These speakers may also attend sessions on the day they speak but will receive no luncheon, reception, or banquet tickets for meals or beverages (unless arranged ahead of time with the Chair).

Plan to provide laptop/printer capability at the conference site to print and correct badges, as required.

A typical list of ribbons will include:

- A&WMA President (1)
- Keynote Speaker
- PNWIS President (1)
- PNWIS Past President
- PNWIS Board (PNWIS officers, committee and chapter chairs)
- Chapter Board (Chair and board members)
- General Conference Chair, Vice-Chair, or Co-Chair (as appropriate)
- Technical Chair, Vice-Chair, or Co-Chair (as appropriate)
- Conference Committee
- Line Chair
- Session Chair
- Speaker
- Student
- Exhibitor
- QEP

Include these ribbon categories in the tracking system to maintain a cumulative list of ribbons needed.

In past years we have tried to use some of the badge holders and ribbons left over from the previous year. However, that requires that additional items be ordered in the same style as the previous year. It may not be practical to store and pass on these supplies nor does it always save cost.

<u>Meal Tickets</u>

Meal and beverage tickets shall be designed and printed well before the conference. As soon as the normal registration cut-off passes, estimate the number of tickets that will be needed for each luncheon, the exhibitor reception, and the gala banquet (including beverage ticket allocation per the Conference Chair(s)). Coordinate printing with the Publications Chair. The meal and beverage ticket should be a different color for each event. And, the tickets should be designed to fit into the badge holder.

Meals with tickets include:

- Exhibitors Reception (2 drink tickets)
- President's Luncheon
- Gala Banquet (2 drink tickets)
- Awards Luncheon

Sponsorship

Sponsorship has become a vital part of conference planning in that it allows the registration fees to remain reasonable thereby attracting delegates, including students, who may not otherwise be able to attend.

The Sponsorship Committee is responsible for developing and implementing a plan for soliciting funds beginning 12 months prior to the conference. It should coincide with the development of the initial publicity flyer and registration information. A Sponsorship Opportunities flyer, clarifying various levels of sponsor contribution, recognition, and benefits is developed for emailing, distributing in paper form, and webbing. Flyers from previous years will give the committee examples and templates for building the subsequent planning and documentation.

After the conference, it is important to distribute the sponsorship benefits, as originally published, and also send out thank you letters to the sponsor organizations. This serves to authenticate the sponsorship process and maintain continuity since many sponsors participate from year to year.

Publications

The Publications Committee is responsible for designing the publicity flyer (potentially several revisions as planning information becomes available), the preliminary program (for web posting), the final program (for the registration packet), and a CD of the technical session presentations (the Conference Committee will decide if CDs are to be distributed to delegates and when - at registration or only upon request). PNWIS has a server to store all conference presentations which, in most cases, renders the CD redundant. All publications will be coordinated with the Conference Chair(s) and appropriate committees.

If the conference committee decides to schedule one or more postal mailings of the publicity flyer (an expensive, time-consuming process), the design and mailing will be coordinated with the Registration Committee and Conference Chair(s). In lieu of mailings, consider email notices and/or posting of the flyer on the PNWIS website early in the conference planning process (12 months before the conference). Notify the membership when registration is open, with a complete registration fee structure and clearly specified cut-off dates for early, normal, and late registration.

A second postal mailing (as required) should be sent early enough to alert delegates about the early-registration cut-off date. An efficient notification may include updating (as required) the conference flyer, posting it on the PNWIS website, and emailing the membership to remind them of the cut-off date. Use the same process for normal and late registration cut-off dates. Late registrations should be cut off several days prior to the conference to allow processing and preparation of registration materials for each delegate. Additional processing fees will be assessed for those delegates who choose to register at the conference for one day or the full three day conference.

The Publications Committee will:

- Coordinate design of Call for Papers with Technical Committee
- Coordinate design of publicity flyer with Registration Committee
- Coordinate other publications with Conference Chair(s)
- Coordinate PNWIS/Awards History with Awards Committee; this information is included in the Final Program
- Coordinate mailings with the conference committee and other volunteers
- Coordinate layout and printing of the preliminary and final program with Conference Chair(s) and committees represented in the program
- Include the conference theme and logo in all publications
- Provide printed programs and CDs to the Registration Committee
- Obtain presentations from Technical Committee if required for a CD
- Arrange for the final program to be archived on the PNWIS web site
- Provide design/printing support to the Publicity Committee

The preliminary promotional flyer does not include detailed registration information. When registration information is included, it must be complete and accurate and reflect the planning decisions of the Conference Chair(s) and Committee. Some lessons learned from registration form development are:

- Choose cut-off dates for early, normal, and late registration; do not extend
- Add a fee for registration at the conference
- Late and One-day fees will not include A&WMA member discounts
- One-day fees will reflect the daily portion of the Late fee rate
- Ask for card type (VISA, MC) with charge card information

The preliminary program should include as much of the following information as possible and the final program should include all of it. The current program should be posted on the PNWIS website and emailed to the membership:

Conference Highlights:

- Keynote address and plenary session speakers
- Gala Banquet
- Exhibition and Exhibitor's Reception
- President's Luncheon
- Awards Luncheon
- Student Environmental Challenge
- Social program and activities in host region
- Fun Run/Walk and runners breakfast (if sponsored)
- Teacher Training Workshop (if offered)
- Professional Development Course (Tuesday of conference week)
- Web site visibility for sponsors

Conference Agenda & PNWIS Information:

- A&WMA and PNWIS overview/mission statement
- Schedule of daily activities (sessions, luncheons, meetings, banquet, etc.)
- Current PNWIS Board membership (names, positions), including committee and chapter chairs
- Conference Planning Committee (names, committees), contact information (additional volunteers can be added at the discretion of the Chair(s))
- Past PNWIS Annual Conference locations
- Past PNWIS Presidents
- Awards information

Technical Program:

- Technical program overview with Line and Session outline
- Session room and chair identity (name, company, phone, email)
- Presentation titles included in each session
- Schedule of all sessions in the final program
- Abstracts in the final program

Registration Form:

- Registration costs will be in a table format including Full, Student, and One-day registration costs as well as event tickets that can be purchased individually (extra banquet tickets, conference-specific merchandise, etc.)
- Data as required by the Registration Committee
- Payment information. How to register on-line, where to fax or email a paper or electronic registration form, and who to contact with questions
- Hotel information, contact information, and conference room rates

Map and Services Information:

- How people can leave messages for delegates
- Parking instructions and costs
- Speaker preparation room location
- Maps of the hotel layout and the surrounding area

Program Covers

- The front cover should contain the logo and conference theme, conference location, date of the event, and "PNWIS 20__" (adding "Annual Conference" is optional).
- Be sure the preliminary program says "Preliminary" so it can be distinguished from the final program in the registration packets.
- The inside front cover contains the welcome message and describes A&WMA and PNWIS

- The inside back cover is reserved for the corporate sponsor logos and call for sponsors (sponsor contact information is on another page)
- The back cover contains the Conference Planning Committee members

The **final program** is like the preliminary program, but more current and complete, and does not include registration information. The final program is included in the registration packets so it is published as late as possible to include as much current information as possible.

Be sure to print extra copies (20-50) of the final program - keep some copies at the registration desk for walk-in registrants and some marked "loaner" for delegates who left their copy in their room.

T-Shirts and other Conference-specific merchandise

Printing for these items will be coordinated with the Conference Chair(s) and must be complete in time to either add them to registration bags or get them ready to be handed out at the conference. The Conference Chair(s) may designate a volunteer or a small committee to plan and order these items.

Posterboards (signs for each session breakout room)

The hotel may provide these signs but, if not, they must be printed up before the conference. The hotel will provide easels (there may be a fee) and sometimes they also have back boards for attaching a printed session schedule. Information about daily sessions is available from the Technical Committee. The daily sessions are printed on a room-specific sheet which must be easy to read when walking by. Or a sheet, with large font, may be printed for each session. Arrange for volunteers to be responsible for changing the session description sheets as often as necessary.

Local Arrangements

The Local Arrangements Chair is responsible for décor (as needed, in addition to what is provided by the conference or banquet facility), Audio Visual (A/V) equipment, and all room arrangements for plenary sessions, technical sessions (including panel discussion), meetings and speaker preparation (can sometimes be the same room), Exhibitors Reception (coordinate with Exhibition Committee), Gala Banquet, and the Presidents and Awards luncheons.

See the Audio/Visual (A/V) Equipment section above, and coordinate with the Technical Committee, for A/V planning.

The committee will work with the hotel and/or conference facility, beginning at least one year before the conference, to assure that meeting rooms, food and beverage agreements, and associated arrangements are satisfactory and documented. Review all contracts pertaining to conference facilities. Final

arrangements should be established six months before the conference. Final food and beverage agreements will vary with each facility but have a clear, documented understanding of when delegate headcount and/or room change information must be provided.

Coordinate all contractual issues with the Conference Chair(s) and Treasurer. Verify, as milestones approach, the technical session and other area requirements with the Technical, Exhibition, and Registration chairs.

Fun Run

The fun run/walk is a PNWIS tradition and part of what delegates enjoy about the annual conference. It is usually scheduled for early Thursday morning (6:00 to 6:30). However, it has been alternatively been scheduled for a Wednesday or Thursday afternoon following conclusion of the technical sessions and being careful not to overlap with evening events . The distance is usually about 3 miles but has varied from that and sometimes includes optional courses with separate leaders from the same start/finish location. The runners assemble in the conference hotel lobby where the run coordinator will make necessary announcements, describe the course, and introduce the course leaders.

At the end of the run, there are several options but limited time before the morning technical session (or evening event) begins. If the run is sponsored, there may be merchandise for each runner (T shirt with conference and sponsor graphics, water bottle, fanny pack, etc.). Or the sponsor may provide for a healthy runner's breakfast that is readily available at the end of the run. The conference, at a minimum, provides bottled water and/or juice beverages for the runners.

Technical Tours

Technical tours may be planned by the Technical Committee or another group of volunteers. Tours are scheduled for the first morning of the conference. They may include tour(s) of regional organizations where an interesting air and/or waste management process can be viewed. PNWIS members, who work for the organization, are the best contact for setting up these tour events. These tours are offered free of charge to delegates and there is typically no fee assessed by the organization.

Delegates who sign up for one of the tours should pick up their conference registration materials before leaving on the tour since, upon their return, there will not be much time for lunch prior to the opening day plenary event. Those signed up for the tour meet in the hotel lobby and are usually taken by bus or vans to the tour site. Transportation may be provided by the organization hosting the tour or another sponsor.

It is effective to ask delegates to sign up for tours as part of the registration process - this gives the tour planners and host organization a better idea of the number of participants on each tour. Delegates who have not signed up may also

go on the tours if there is sufficient transportation and increased numbers are acceptable to the tour host organization.

Special Events and Meetings

Other groups (including A&WMA/PNWIS chapters or committees) may take the opportunity to conduct meetings or special dinners during the PNWIS conference. They are encouraged to do so as long as those events do not conflict with the conference program events such as technical sessions, luncheons, the exhibitor's reception, or the gala banquet. If the groups need meeting or dining rooms, the conference facility may be able to accommodate them without a conference cost increase. If cost is a factor, the groups must make their own arrangements for rooms.

If it serves to inform PNWIS members and other conference delegates, it may also benefit the conference to provide information about the special event on the PNWIS conference website.

Awards and Recognition

The Awards Luncheon is scheduled as the last event in the conference but it is one of the most important events in terms of recognizing professionals and students who contribute to PNWIS and their organizations.

The Awards Committee coordinates the printing of the PNWIS History and Awards History Document which is included in the registration packets.

The Awards Committee should have 2 or 3 members to share the workload. Typical responsibilities include:

Chair – solicit nominations, prepare newsletter and web articles, prepare the luncheon presentation, and coordinate with the committee and the planning committee. Prepare an announcement of the winners after the conference.

Co-Chair – coordinate and judge the Chapter Recognition Program awards, procure the Chapter awards, obtain the student paper nominations and Excellence in Presentation nominations at the annual conference, and determine the winners. Coordinate with the PNWIS Treasurer to write the checks for the Student Paper Awards. Assist the chair with the luncheon speech. Update the PNWIS History document after each conference.

Committee Member – Place the order for the awards and ship or carry them to conference, procure the hard hat and lab coat. Assist the chair with the luncheon speech.

A member of the Environmental Challenge committee should work with the Awards Committee to coordinate the presentation of winners at the Awards luncheon.

The Awards Committee needs to work closely with the host chapter to ensure local nominations are submitted, especially the Media Award recipient.

Additional support to the Awards Committee comes from:

- Treasurer - Writes checks for EC and student papers, reimbursements to committee for expenses, budget tracking
- Publicity - Postings to the web (call for nominations, awards history)
- PNWIS Newsletter Editor – posts request for nominations and announcement of winners
- PNWIS Secretary - Collects Chapter Reports and provides them to the Awards Committee for judging the Chapter Recognition Program winners.
- Athletic Awards (awards vendor)- has history and knows how to prepare our awards

The recommended Awards Committee schedule for the conference year is:

January: Draft newsletter article to recap annual award recipients
Post awards recipients to the website

March: Work with local committee for Friday awards program

May: Ensure sufficient budget for the next year

Sept: Send out call for nominations. Include with newsletter.
Collect chapter reports and tally chapter awards.
Report nominees to the PNWIS Board

Oct: Evaluate nominations and slate final awards recipients
Collect biographies for award recipients (prepare speech)

Nov: Order awards (Athletic Awards or other)
Carry or ship to conference site
Identify in-conference awards recipients for Bent Black Banana, Excellence in Presentation, Student Papers (top 3), and EC.
Conduct the awards ceremony at the Friday luncheon.

Protocol

This committee has the responsibility for providing welcoming services to VIPs (such as the A&WMA President and keynote speakers) as they arrive and participate in the conference. This may involve picking them up at the airport, assisting them with any local arrangements they may need to make, and

introducing them to the conference and PNWIS chairs. They may also be asked to obtain thank you gifts for the A&WMA President and the Conference Chair(s).

The PNWIS Board has agreed that alcoholic beverages provided, at any conference-associated, PNWIS-hosted hospitality events, will be served by a licensed server. And, that any social or hospitality events, with the exception of the PNWIS Board dinner on Tuesday night or the Conference Planning Committee luncheon on Wednesday, will be available to all conference delegates.

PNWIS Board Meeting and Dinner

The PNWIS Board hosts a quarterly Board meeting on the Tuesday before each annual conference. The Board usually pays for light beverages and water to be provided at this meeting.

The Board meeting is followed by a dinner, hosted by the Board at a local restaurant, to thank volunteers for their work in support of the annual conference. Board members, key conference planning committee members, and guests are invited. The arrangements are usually coordinated by the PNWIS Board - President, Secretary, or another volunteer - along with the conference planning committee. The invitation list is developed by the PNWIS Board Secretary by consulting with the PNWIS President and the Conference Chair(s). The invitation list should be developed with appropriate recognition as well as fiscal responsibility (in the use of PNWIS funding) in mind.

PNWIS Annual General Meeting (AGM)

The PNWIS Board hosts the Annual General Meeting on the Wednesday morning before the annual conference begins that day. It is open to all members and the agenda includes reports addressing business operations of the previous year. The PNWIS Board usually pays for coffee, tea, and juice at this meeting. They may choose to fund a light breakfast, as well.

Reporting to PNWIS Board

Since this conference is a PNWIS event, planning must be coordinated with and reported to the Board on a quarterly basis. This is especially important with financial planning - sponsorship, registration fees and cut-off dates, and significant commitment of funds. Timing of some activities may require Board notification and consensus between quarterly Board meetings (this can be done with Board email communications or a telecon). The intention is not to direct the conference planning committee but to provide support and guidance, as necessary.

Upon completion of the conference, reporting will continue at the PNWIS quarterly Board meetings. A final performance report, delivered at the next May Board meeting, will include financial information along with registration data by group (industry, consultant, agency, and academia), geographical area (states, provinces and/or chapters), and status (student, young professional, and professional).

Other information that assists in planning subsequent conferences should also be included. The final report will also include detailed lessons learned; these will be passed on to the next conference planning committees and will be incorporated in this guide.

Changes to this Guide

This guide should be reviewed annually by the PNWIS Annual Conference Committee in light of lessons learned during the conference they have just planned and hosted. Each section of the guide should be updated, as required, to be accurate, current, complete, and easy to use. It is anticipated that each year this guide will become more effective and assist in providing quality programs for the PNWIS membership.

Registration Flyer from PNWIS 2005

Script from PNWIS 2005

Call for Papers from PNWIS 2005