

# Annual Conference Policy

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1. Student Rates
  - 1.1. Students shall receive a reduced conference rate for registration. The Board will determine this rate when it sets the Annual Conference registration fees each year during the annual budget process.
2. Cost
  - 2.1. The Annual Conference shall be planned to have a positive cash flow to the Association.
  - 2.2. Funds raised for the Annual Conference will be used to support the Annual Conference and fulfill the private fundraising consultant contract.
  - 2.3. Estimated positive cash flow estimated to be from the Annual Conference may be used to balance the annual budget.
3. Annual Conference Sponsorships
  - 3.1. The Board of Directors may contract with a private fund raising consultant to manage the sponsorship process.
  - 3.2. The consultant will be tasked with making sponsorship requests and engaging sponsors or exhibitors.
4. Vendor Solicitation
  - 4.1. The Board of Directors will approve vendor guidelines. Any violations of these guidelines will cause vendors, who are not in compliance, to be approved by the Board of Directors for future participation.
5. Conference Host
  - 5.1. Staff will maintain a current list of hosting districts.
  - 5.2. Prior to the year a district is the host, the District Director will be given the requirements for hosting.
6. Conference Planning Committee
  - 6.1. The President-Elect shall act as the Chair for the Annual Conference.
  - 6.2. The Committee shall be responsible for the Annual Conference theme, educational sessions, speakers, and events.