

IFYE Conference Guidelines

Bidding Procedures & Timeline

A bid form can be obtained from the IFYE Association website

<http://www.ifyeusa.org/conferences/bid.html>

The bid must include proposed dates (and place of the conference). Estimated cost of lodging, of registration and special tours must also be included. The proposal must also indicate whether or not the host association will have a service project. Bid form shall be submitted to the IFYE Association President, two years prior to proposed conference or when called for by Board of Directors.

TIMELINE ACTION

- A. 2 years prior to conference, if you won bid apply for **seed money**
- B. 1 year prior to conference, Submit Service Project outline to Board
- C. 6-8 months prior to conference, Registration information forms published in the IFYE NEWS
- D. 2 days prior to conference Board arrives at conference site
- E. By last day of conference repay seed money to Association Treasurer
- F. 3 months after conference final conference evaluation, financial statements and committee reports due to President, and winner of bid for conference 2 years hence
- G. within 3 months after conference Report to Board on results of Service Project and conference report to President of Association.

FINANCES

1. In planning conference budgets, it should be the goal of the committee to budget for costs incurred for the actual conference and nothing more. Past conference chairpersons recommend budgeting for a moderate, realistic number of attendees. 150 seems to be a good break-even number.
2. The National IFYE Association will make available \$3,000 seed money to a Conference Committee upon acceptance of a bid. The \$3,000 shall be repayable NO LATER THAN THE FINAL DAY of their Conference with no interest or any other charges. The Conference Chairperson will need to sign a contract between the hosting state and the Board of Directors in order to receive this money. Seed money application available at website: <http://www.ifyeusa.org/conferences/bid.html>
3. When profit is realized on a National IFYE Conference, the profits will be distributed as follows: 80% to the National IFYE Association and 20% to the Conference hosting committee.
4. The conference must include costs in the budget for the Registration Form insert in IFYE News and any other promotional materials and or mailing expenses.

CONFERENCE SERVICE PROJECT

Service projects are activities designed to involve conference participants by the contribution of work and/or raising funds. The purpose of the project is to raise the quality of life on a national or international level. Service projects should be in keeping with the IFYE Association of the USA's mission statement. Funds cannot be earmarked for local or state IFYE projects. The service project application must be filed with the Board of Directors for approval by April 15 of the year prior to the year of the conference. The application shall outline how the money is to be raised, who it is to benefit, and shall include a timetable for completion of the project, dissemination of funds, and the persons responsible. Application and approval will take place at the Board of Directors meeting just prior to the annual conference one year in advance. A final report, including an evaluation and financial statements, will be made to the Board of Directors within two months following the project completion.

CONFERENCE PROGRAM

A. Registration - Complete registration information is to be included in the winter issue of the IFYE NEWS prior to the immediate conference. Information about conference registration refunds needs to be printed on the conference registration forms. This information should include last date possible for refund and how refund is to be determined.

B. Fees

The host state should consider the reduction of costs for inbound IFYE delegates to encourage attendance and participation. A cost reduction for early registrations and a cost penalty for late registrations should be used to encourage early registration.

C. Regional Meetings and Annual Meeting:

Allow one and a half hours for regional meetings.

Allow two hours for annual meetings.

The National Board will notify the Conference Planning Committee if additional time is needed for meeting before the conference program is printed or will work it in after the program for the day is completed.

Allow time during a general session for an invitation to next year's conference.

No awards are to be presented at a Conference except by the National IFYE Association unless approved by the National Board.

The IFYE Association president will appoint one of the Board members to assist and encourage the Conference Program Committee to address international issues through activities and to meet the purpose of the Association. This liaison member should receive copies of the tentative program in order to make suggestions to the planning committee.

D. International Banquet

The banquet should not exceed three and one-half hours.

Time should be allowed for introduction of officers, recognition of outgoing board members, presentation of awards at the banquet, and other board requests. Award recipients shall be seated at a place of honor.

E. Miscellaneous

Name tags shall indicate life-time and annual dues-paying members.

Exhibit space shall be available to the bid presenters and other organizations wishing to exhibit.

A Parliamentarian should be provided for the annual meeting. This person should not be a member of the IFYE Association of the USA. Expenses will be those of the Conference state.

Compilation and reproduction of handbook for attendees will be at the expense of the conference state.

HOWEVER, it is the responsibility of the IFYE Association Board of Directors to supply the information necessary for the handbook.

F. BOARD OF DIRECTORS

The Board of Directors requires housing, meals, and meeting rooms one to two days preceding the Conference.

Rooms and lodging should also be arranged for those people traveling with Board members. These will not be an expense of the Conference Committee.

The Board of Directors will need, in or near its meeting room, the following items:

- A room available at all hours that can be locked
- Movable tables and chairs
- Computer and printer
- LCD projector and easel
- Telephone
- Duplicating / photocopying machine or services available

CONFERENCE FOLLOW-UP REPORT

A. Conference report should be forwarded to the President of the IFYE Association.

B. The report should be submitted no later than two months from the end of Conference.

The Conference Chairperson(s) should not let the lack of a committee report or two delay the entire report. Please realize that the next host state needs the report to help them in planning their conference.

C. The report should contain a statement from each committee containing:

1. Committee chairperson, members, their addresses and phone numbers
2. Job description
3. Deadline dates
4. Problems encountered
5. Successful ideas
6. Suggestions for improvement
7. A financial report

ANNUAL CONFERENCE HANDBOOK

ITEM/ SOURCE:

- Welcome Letters: Governor of Host State,
- Conference Chairs, Presidents of State and National Associations,
- Others as desired.
- Board of Directors and Officers (Names, addresses, phone #'s)
- IFYE Association Mission Statement
- National IFYE Association Committee Chairpersons
- (including addresses/phone #'s)
- Association Bylaws, Mission Statement,
- Responsibilities of Board
- Financial Statement (Conference fiscal year)
- IFYE Board Vice President (Chair of Finance Committee)
- Annual Conference Minutes (previous year) IFYE Board Secretary
- IFYE Foundation Board of Directors
- IFYE Foundation Financial Report
- NOTE: Information must be presented to conference chair in photocopy-ready format.