HOSTING A NYSSA MEETING
(last updated 8/9/18 by Kim McGann and Tim Delaney)
<u>General Information</u>

The NYSSA conference is generally in October each year. The exact timing is at the discretion of the hosting school, so late September or early November are also options. The usual conference schedule is as follows:

> Friday late morning/lunchtime- registration
> Friday afternoon- sessions
> Friday evening- welcome reception, dinner and keynote speaker
> Saturday morning- continuing registration, light breakfast, sessions
> Saturday lunchtime- lunch and speaker
> Saturday either early morning or after lunch/speaker- NSYSSA business meeting

The organizer of the conference gets the title of NYSSA President for that year, so update your CV accordingly!

Here is a rough timeline of when things need to be (earlier is always an option!)

Paying for the conference
The conference is funded by registration fees and contributions from the host school. NYSSA does not bankroll the conference up front, and cannot cover shortfalls. The major expenses for the conference are the speakers, Friday reception, Saturday light breakfast, and coffee breaks. This food & drink is generally covered by your Dean, Provost, or some other administrator at the host school

The Friday dinner and Saturday lunch are paid as a separate item by conference participants. Ordering food can be a bit tricky as you want to make sure there is enough food for those who pay at the time of the registration but, you do not want to order so much food that your costs increase beyond what you will recoup, so be sure to discuss the details of cost and timing with your catering people.

Some miscellaneous other expenses to think about include:

➢ Photocopying the program & the conference proceedings materials (this is the list of past speakers and host schools, it's available on the website)
➢ A small "giveaway" from your school (pen, small notepad etc.) Optional
➢ Pamphlets or other information from the local chamber of commerce (often free)
➢ Additional signage as needed
➢ Award for the best graduate paper –notify Treasurer Tim Delaney at tim.delaney@oswego.edu with the name(s) of the winners two weeks before the meeting.
➢ Event insurance if required by your school (this is generally modest)
➢ Coffee/snacks each day
➢ A Friday reception after the sessions and prior to the Keynote- request funding from a dean, provost or other on campus source.
➢ Some schools also require rental fees for rooms or charge set up fees for preparing rooms, so be sure to check if this is the case at your school.

The registration fees have typically been set at:

> Presenters: $75 preregistration/$85 day of
> Students: $25 preregistrtion/$35 day of
> Non-presenters $35 preregistration/$45 day of

We have also allowed undergraduate students at the host school to attend for one lump sum payment (usually about $150-$200 dollars) which lets any student with an ID attend.) This does not include food.

Registration includes NYSSA membership for the year but does NOT include food. Set the separate price for food for the dinner and lunch based on estimates from your catering department.

Budgets, headcounts and expenses from previous years are available upon request to help with planning.

Any surplus after all expenses are paid go back to NYSSA. Contact Tim Delaney tim.delaney@oswego.edu for how to process this.

TIMELINE

Fall of previous year
(i.e. if you are hosting in 2019, do this after the conference in the fall of 2018)

- Select a date and theme for the conference

- Update the NYSSA website with that information: https://www.newyorkstatesociology.net/
  (contact webmaster Kim McGann for help with this kmcgann5@naz.edu)

- Book space on your campus for the meeting. You will need a space for:
  o Registration
  o Meals & speakers (ideally in the same room)
  o Sessions (usually three is sufficient)
  o Having these spaces near each other is ideal to encourage informal interaction among attendees

- Create an email list for NYSSA members
  (The previous year's host school has an Excel sheet with all the email addresses, if it has not already been sent to you request it from the previous year's organizer. Your IT department should then be able to create an email list. We're working on a transferable solution so each school doesn't have to recreate the list each year, but don't have one just yet.)

- Send the date, location, and theme to the NYSSA email list
  (Send many messages! It is important to keep in contact with the membership. A message should be sent immediately after you are selected as the host school and president of NYSSA (following the Executive Meeting). Send at least 2-3 messages prior to the semester break. Send a message in early March and in April. Messages in the summer are also important.)

- Create a call for papers and publish on the website and through the email list.

- Decide on a submission date for papers and tweak the submission process as needed (you can repurpose what was used the previous via the NYSSA website year with minor modifications, or update it to suit your technological skills and preferences)

- Being work on selection a keynote and lunch speaker

No later than early spring semester

- Send out a reminder via the email list about the call for papers and submission deadline.

- If you have not done so already, secure funding for speakers and select your keynote speaker (Friday night) and lunchtime speaker (Saturday afternoon) and put that information on the website and out to the email list.

- Meet with your Dean or other relevant administrators to discuss funding (to contribute to coffee set-ups, a reception, continental breakfast, speakers etc…) , support, advertising.

- Check with your facilities department to see if you need insurance. Because the conference is relatively small many schools treat it as an internal event and waive the need for insurance purchased by NYSSA.

- Find out the procedures on your campus for catering, setting up rooms, IT support etc. and book the conference dates with the relevant people.

- Consider requesting a GA or other type of student worker for the fall semester. It's good experience for the student and can be helpful with administrative tasks, especially if they are tech savvy.

No later than end of spring semester of your hosting year

- Contact ASA to advertise the call for papers in Footnotes and on their website.

- Send out period reminders via email with the call and submission date

- Send out call for Best Student Paper (there are two awards, one for the best undergraduate paper and one for the best graduate paper—this assumes, of course, that there are submissions)

- Book a small block of rooms at a nearby hotel for the conference and advertise that location via the website and email list.

Early Fall Semester

- Secure the "little things" (e.g., badges, conference folders, materials for the folders for attendees, etc…)

- Contact catering to confirm deadlines for ordering

- Secure people to help at the Registration Desk and other details (if you department has a student club they would make great candidates to help out, as do students from your classes for extra credit (and good experience!)

- Figure out where people will park and create a parking map with directions to registration- post this on the website.

- Do a "dry run" placing the NYSSA signs (can be picked up from the previous year's organizer) around campus to direct people from parking to registration.

- Secure a top school official to offer an "official" greeting on behalf of the host campus

- Advertise the conference on your own campus. Reduced price registration en masse for students at the host school is permissible (usually a flat fee of about $200 for as many as would like to come. This does not include meals)

- Find out how your school wants you to process payments (i.e. who should checks be made out to, how will the expenses associated with the event be paid for up front then reimbursed etc.)

Fall semester- after the submission deadline (this may also be early fall)

- Accept/reject papers, extend deadline as needed if you are able.
- Secure judges for student paper awards (usually past presidents are the people to reach out to for this).
- Group presenters into themes and figure out rooms and sessions. In the past, three rooms is generally sufficient for each day, with sessions of about 1hr 20 minutes with 3 presenters and time for questions. You can modify this as needed.
- Create a preliminary schedule
- Create a spreadsheet with conference participants and whether or not they have paid

- Create a receipt form (or repurpose from the previous year) for participants who need to submit for reimbursements. Make copies to have on hand at registration.

- Order food through catering

Fall semester—weeks just prior to the conference

- Take care of other details (e.g., certificates for speakers, student award winners; greeting letter for conference proceedings letter; introductory speeches of your speakers and award winners)

- Finalize, print, post and email the schedule

- Prepare folders for participants

- Confirm student or other workers for assistance with registration

- Confirm foot head counts, room/food set ups, IT support

- Finalize any transportation needs for guest speakers

After the conference

- Send final mass mailing thanking those who participated and asking for volunteers if it was not decided at the meeting.

- Send email to those who presented soliciting papers for the New York State Sociologist (NYSSA's online journal. Submission info is on the website.)

- Post photos and awards from conference on NYSSA website

- Transfer resources (this document, excel sheet with emails/mailing list, NYSSA directional signs, or anything else you think would be helpful to the organizer for the following year.

- Process payments, send surplus to NYSSA (contact tim.delaney@oswego.edu)

- RELAX!! Your job is now complete!! And, you are a part of an elite group of New York State Sociologists who have hosted a NYSSA conference!!!

Questions?

Contact any of these fine NYSSA members who have hosted in the past.

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