

CONFERENCE GUIDELINES
ZONTA INTERNATIONAL, DISTRICT 11
Amended and Adopted by the District Board, September 30, 2006

(Note: These guidelines supplement those in the District 11 Rules of Procedure, the District 11 Conference Rules, the District 11 Protocol Manual, and the ZI District Manual.)

I. INVITATION GUIDELINES

A. Invitation Format

1. A Zonta Club desiring to host a district conference must be in good standing in the District at the time the invitation is submitted.
2. Submit your invitation for District Conference, on the form provided (Attachment 1), to the Governor currently in office.
3. The form should be completed in full and signed by the President of the Club.
4. The following information must be provided:
 - a. The names, address, telephone number and contact person at one or two hotels in the area. In selecting the hotel site for the conference, keep in mind the guidelines which follow.
 - b. Two available dates in either September or early October must be listed.
 - c. Describe the availability of airport proximity, frequency of flights appropriate for the conference attendees, and ground transportation between the hotel and airport.
 - d. A copy of the proposed hotel contract must be submitted with your invitation.
5. The district board has the authority to schedule conferences four (4) years in advance. You may want to consider special events or activities in your area, although it is not necessary, when selecting the year in which you desire to host the conference.
6. One additional sheet of information about your city or area, including special events, may be submitted with the invitation to give the board information valuable in selecting conference sites. Brochures of area highlights are very helpful.

B. Invitation Deadline

The invitation on the form provided must be submitted no later than 30 days in advance of the conference at which it will be considered, so it may be discussed and approved at that conference's board meeting and then presented at the conference.

II. GUIDELINES FOR SITE SELECTION

In submitting an invitation for district conference, keep in mind these requirements:

A. Site Selection

1. The hotel must accommodate a conference of 150 people in various business meetings.
2. The hotel must be able to block off for room reservations approximately a minimum of 65 double occupancy sleeping rooms.
3. One or two suites should be available.
4. The district board requires a Board Meeting room for 15 persons to be used one day before conference and 1/2 day after conference.
5. Hotel must be completely open for business when invitation is submitted. Hotel should not be undergoing renovations during conference.

B. Conference Set-Up

1. One assembly room set for 150 must be available for the general session; preferably all 150 are seated at tables, but the delegates must be seated this way. Smaller breakout rooms for concurrent sessions (3 — 5) accommodating approximately 50 people per program must be available. The breakout rooms will also be set theater style. All of these rooms will need a head table, lecterns, and microphones. Remember that specific needs for the breakout rooms will change pursuant to the program established and that these items are general parameters to look at in selecting a site. Finally, a facility for the Zonta store as well as a memorial service must be available.
2. The availability and cost of easels, audio equipment, video equipment, over head projectors, and televisions should be noted.
3. A luncheon and dinner of approximately 200 are always part of conference and the hotel must be able to accommodate these functions. The tables must be set in rounds of 8 or 10. For the dinner session, a head table with lectern and microphone is required. For the luncheon session, a lectern and microphone may be needed depending upon the program.
4. One separate voting room is required in an election year.

III. CONTRACT GUIDELINES

A. Included Items

1. Above site requirements should be specified in the contract.
2. It should be noted in the contract that the attendees are responsible for their own room reservations and payment. Both a Conference Master Account and a District Master Account will be established by the hotel. The District Master Account will be for designated Board expenses.

3. The district is unable to comply with requests for excessive deposits or prepayment stipulations over \$4,000 to the hotel, in that we are a non profit organization and we do not have funds to advance. We do not know our attendance until 10 — 14 days prior to conference. Any special restrictions or requirements by the hotel should be included in the invitation.
4. All tentative events will be listed in the contract schedule.
5. The group rate will be available 3 days prior to the conference and 3 days after the conference.
6. District 11's room and meal commitments will be subject to no less than an allowable 20% attrition rate without penalty.
7. The proposed hotel contract must be submitted to the Governor along with the invitation.

The contract should include: hotel room rates, suite room rates, deadlines for room reservations, deadlines for head counts, hotel banquet menu, and current prices for meals (parameters may be given as the hotel will generally not commit to meal prices more than 1 year in advance and until the menu is actually set). Any up front financial obligations of the district and proposed dates must be included on the contract.

8. Meeting rooms should be complementary based on food functions. In addition the hotel should provide one complimentary suite and one complementary sleeping room per 50 rooms sold. The contract shall not include a proviso for hotel rebates.

B. Negotiations

1. Initial negotiations on the contract will be done by the host club; further negotiations as necessary will be conducted by the Governor, unless she delegates otherwise.
2. If the hotel contract is unable to be negotiated and approved by the mid-winter board meeting, the district board has the responsibility to recommend the conference host club and/or site be changed. They have the further responsibility to seek an alternate conference host club and site.

IV. CALL TO CONFERENCE

- A. The Call to Conference will be prepared and mailed according to the guidelines in the Zonta International District Manual.
- B. In addition to other required information, the Call to Conference will include information on the appropriate dress for each function, to be determined by the host club and communicated to the Governor.
- C. All registrations will be confirmed by e-mail. If this is not possible, a registrant will be mailed a confirmation.
- D. Late registration fee: A \$50 fee will be applied after the cut-off date to begin one day after the announced cut off date as determined by the postmark.

- E. Cancellation Policy: Cancellations received in writing prior to a month before the conference will be refunded in full. For cancellations received between a month and a week prior to the conference, refunds will be made less a \$50 administrative fee. There will be no refunds for cancellations received within a week of the conference.

V. CONFERENCE BUDGET

- A. The conference budget will be submitted to the Governor for approval 120 days prior to the conference using the format in Attachment 1.
- B. The District will advance money from the Conference Reserve Fund to the host club to cover up front expenses up to a maximum total of \$3,000.
- C. The proposed budget shall break even.
- D. Overages go into the Conference Reserve Fund to insure against the possibility of a future conference losing money. Shortfalls will be paid from the District 11Conference Reserve.
- E. District fundraiser(s) (raffle, pins, etc.) monies go into the District general fund.
- F. Complimentary rooms provided by hotel are to be credited to District Board's rooms under the hotel's District Master Account.
- G. Expenses for guests invited by the District (speakers, ZI international representative, scholarship winners) will be included in the Conference Budget. See items 11 and 12 on Attachment 2 for clarification.

VI. CONFERENCE EXPENDITURES COVERED BY THE DISTRICT

- 1. Hotel room, meals, travel, conference registration fee for District Board, based on double occupancy.
- 2. Printing and mailing abbreviated announcement of conference to all District members. Intended to be a one-page flyer, mailed bulk rate if possible, to include date, site, registration fee, hotel rates, addresses to register with hotel and for conference, and outline of program. Address labels can be provided from District Treasurer's computer database or the District Directory files.
- 3. Costs over \$500 for conference expenses, at double occupancy where possible, plus meals, for one day for any one scholarship winner invited to attend the conference (YWPA, JMK, Amelia Earhart). The initial \$1,500 expense is included in the Conference Budget; costs for more than one winner per category will be paid by the District Treasury, as funds are available. (See District Awards and Scholarship Policy for clarification.)

VII. CONFERENCE PROTOCOL ISSUES

- A. First timers will receive in their conference packet an outline of topics to be covered at the First Timer's Meeting. See Attachments 3 and 4.
- B. All attendees will be seated at a table in both the general sessions and the break outs, if at all possible.
- C. Service certificate presentation: All club presidents or designees for an area will make a line at the front of the room for presentation of service certificates.
- D. As appropriate, Zontians to be seated at the head tables will be given prior notice to facilitate quick seating.
- E. All speakers will stand as they are being introduced and move up behind the speaker in order to save time.

VIII. CONFERENCE REPORTS

- A. Financial Statement: After the conference, a comprehensive financial report, using the conference budget format and showing all income and expenses, for the conference will be submitted within 60 days to the Governor and the District Treasurer by the Host Club.
- B. District 11 Conference Summary Spreadsheet: In order to assist in future conference planning, the Host Club will provide the following information to the Governor:
 - 1. Number of rooms used each night of the conference
 - 2. Number attending each ticketed meal function (tickets sold)
 - 3. Overall profit/loss of the conference (Conference Income- Conference Expenses)
 - 4. Monies from the District Fundraiser(s), if any
 - 5. Total number of registrants by class:
 - a. Zontians attending
 - b. District 11 Zontians attending
 - c. Total registration
 - d. Number of District 11 clubs represented, including proxies.
- C. A summary of conference actions will be e-mailed to club presidents or club designee within 30 days.

IX. THE ZONTA STORE

- A. A Zonta Store will be provided at each conference solely for the purpose of raising funds for clubs and the district.
- B. The Zonta Store will be open to all District 11 clubs. Anyone wishing to sell products or services to conference attendees must utilize the Zonta Store.
- C. No non Zonta vendors will be allowed to sell.

DISTRICT 11 CONFERENCE INVITATION

INVITATION FOR CONFERENCE YEAR OF _____

SUBMITTED BY ZONTA CLUB OF _____

PRESIDENT OR CONTACT PERSON _____

ADDRESS _____

TELEPHONE (H) _____ (B) _____

(FAX) _____ EMAIL _____

SITE/LOCATION (PLEASE LIST 2 HOTELS IN AREA WHICH CAN ACCOMMODATE THE CONFERENCE - SEE THE GUIDELINES)

1) HOTEL _____

ADDRESS _____

TELEPHONE/ CONTACT PERSON _____

DATES AVAILABLE (PROVIDE 2 OPTIONS) _____

(September or early October)

AVAILABILITY OF AIRPORT/TRANSPORTATION _____

2) HOTEL _____

ADDRESS _____

TELEPHONE/ CONTACT PERSON _____

DATES AVAILABLE (PROVIDE 2 OPTIONS) _____

(September or early October)

AVAILABILITY OF AIRPORT/TRANSPORTATION _____

By: President

ATTACH THE PROPOSED HOTEL CONTRACT OR ROOM COST INFORMATION TO THIS FORM.

INVITATIONS MAY BE RECEIVED UP TO 4 YEARS IN ADVANCE.

SUBMIT TO: GOVERNOR OF DISTRICT 11.

**CONFERENCE BUDGET OUTLINE
DISTRICT 11, ZONTA INTERNATIONAL**

INCOME:

1. Registration Fees
 - a. # full registrations @ &_____
 - b. # partial registrations @ \$_____
2. Booth Rental: # @ \$_____
3. Optional Tours/Activities
4. Zonta Store
5. Miscellaneous

TOTAL INCOME

EXPENSES:

1. Meals/Breaks
2. Flag Ceremony/Memorial Service
3. Entertainment
4. Optional Tours/Activities
5. Zonta Store
6. Audio Visual and other equipment rental
7. Flowers and other decorations
8. Photographer
9. Favors
10. Hospitality Room (for assistance to conference attendees)
11. Speakers' hotel room/meals/travel (includes \$1500 toward expenses of YWIPA, Jane Klausman and Amelia Earhart Fellows)
12. International representative room, meals, registration fee, and on-site transportation (ZI pays transportation to conference city.)
13. Printing (Programs, confirmations to registrants, handouts, any other printing not otherwise paid by District)
14. Postage (Mailings related to conference not otherwise paid from District)
15. Printing and mailing official call to conference to club presidents to include: program, registration form, hotel reservation form, business to be conducted, delegate cards.
16. Confirmation (receipt of registration), unless done by e-mail which is preferred.
17. Badges, ribbons, other registration/election materials
18. Registration Refunds
19. Reimbursement to District for cash advance
20. Miscellaneous

TOTAL EXPENSES

WELCOME TO DISTRICT # 11's ANNUAL CONFERENCE

(location)

(date)

1. Introductions of Presenters and First Timers/Delegates

(An optional ice-breaker is suggested if there is time.)

2. Who is who at the District Conference? (or in the First Timers/Delegates meeting room)

- _____ – District # 11 Governor, (club)
- _____ – District # 11 Lt. Governor, (club)
- _____ – District # 11 Treasurer, (club)
- _____ – District # 11 Secretary, (club) – this is an appointed position, and the secretary cannot vote
- _____ - Current ZI dignitaries (club)
- _____ - Past District 11 Governors in the room (club)

3. Purpose of the Conference

- **Elect district officers**, bios are in your conference materials (in election years).
- Adopt the **district budget** for the next biennium, accept the **financial review**, and transact any other business –
- Resolutions, (if any)
- Changes to District Rules and Procedures, (if any)
- To receive reports from Officers and District Committees
- Provide information, instruction and education to promote the club's objectives, programs and business of Zonta International via workshops, seminars, etc. Consider and act upon suggestions proposed by Zonta International
- Promote the goals of International and stress the scope of International
- Provide opportunity for fellowship and networking
- HAVE FUN

4. Conference Rules

- Refer to the Conference Rules in the Conference Program
- Explain each rule carefully.

5. Conference Procedures and Decorum

- Make sure to register early and promptly and to make sure your credentials are in order (if you are a delegate)
- **Response to Roll Call** – Please remember to respond during roll call with your pledges to Zonta International. Also remember to respond for any clubs for whom you are carrying a proxy.
- **Seating at banquet:** club presidents or designees will be seated together up front. All club presidents or designees for an area will make a line at the front of the room for presentation of service certificates.

- **Report back to the club** – remember if you are a delegate you should prepare a written report for your club and any proxy clubs so that information can be shared with all
- **Keep notes** so that what you report to your club is accurate – you are the liaison.
- Make sure to be **seated 5 minutes before** the arrival of the board; 10 minutes is better.
- When you **wish to address the chair**, please rise and go to the microphone. State your name, the club's name and your purpose. **CONFERENCE RULES WILL ALLOW SOMEONE TO SPEAK ONLY TWO (2) MINUTES AT ONE TIME, AND NO MORE THAN ONCE IF SOMEONE WHO HAS NOT SPOKEN WISHES TO DO SO.** This is the same as ZI's rules at Convention.

6. Voting

- All motions must be **in writing and signed**. (Provide sample motion forms). Give those cards to the secretary before the close of the meeting at which they are presented.
- **With respect to motions, only delegates and elected district officers are allowed to vote.** Other club members in attendance may speak, but they cannot vote. Use the delegate cards in your packet for voting. The voting cards are red and green. (Show one of each).
- **An alternate** may act in place of a delegate only after the credentials committee has certified her.
- **In election (odd numbered) years:** There will be a designated room for the **elections of the District Board and Vice Area Directors**. Ballots will be used. Each area director is elected by the clubs in that area. Thus, only delegates, not district officers, may vote for area directors and vice area directors. Delegates and elected district officers (Governor, Lt. Governor, Treasurer, and Area Directors) may vote for all but AD's and Vice AD's.

7. Conference Program

- Review Conference Program booklet. Share if someone does not have theirs yet.
- Review Conference Agenda: sessions, workshops, concurrent sessions, and how the conference flows according to the format.
- Explain conference facilities.
- Miscellaneous items, such as message boards, etc.