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**2024 Regional Assembly Conference Planning Form**

Dear Regional Officers,

We look forward to helping you all plan your fall meetings. For those new to the regional officer role, helpful resources can be found at the end of the document.

**Instructions**

Work with your officer teams to **fill out the gray sections of this planning form and** **submit to** [**events@iacbe.org**](mailto:events@iacbe.org) **by Friday, June 21.** All details must be finalized by July 1, 2024 to ensure your registration site is available by August 1, 2024.

|  |  |  |
| --- | --- | --- |
| 1. **Regional Assembly** | | |
| Region Number (1-12) |  | Region Name |
| *Insert* |  | *Insert* |
|  | | |
| 1. **Conference Date(s)** | | |
| *Insert* | | |
|  | | |
| 1. **Conference Format** | | |
| In-person, Hybrid, or Virtual | | |
|  | | |
| 1. **Location** | | |
| City, State |  | Country |
| *Insert* |  | *Insert* |
|  |  |  |
| 1. **Venue** – Please let us know if you would like to host your event at a location other than an institution such as a hotel or other space that requires a fee. | | |
| Institution Name |  | Room name/number |
| *Insert* |  | *Insert* |
|  | | |
| 1. **Address** | | |
| *Insert* | | |
|  | | |
| 1. **Conference Theme (Optional)** | | |
| *Insert* | | |
|  | | |
| 1. **Conference Registration Fee(s)** | | |
| *Insert USD* | | |
|  | | |
| 1. **What does the registration fee include?** For example: meals, breaks, etc. | | |
| *Answer* | | |
|  | | |
| 1. **Deadlines: Registration Date and Cancellation Date** (to receive refund) | | |
| *Registration Deadline* |  | *Cancellation Deadline* |
|  | | |
| 1. **Are you offering any optional excursions that require an additional fee? If yes, please provide the details.** | | |
| *Answer* | | |
|  | | |
| 1. **Requested Workshop** – Please preview [this file](https://iacbe.org/wp-content/uploads/2024/05/Regional-Assembly-Conference-Training-Workshop-Options.pdf) to see options. | | |
| *Answer* | | |
|  | | |
| 1. **Primary Conference Planners -** Please list up to four contacts. At least one contact should be from the host institution. Unnecessary rows may be deleted. | | |
| *Primary Name* |  | *Primary Email* |
| *Alternate 1 Name* |  | *Alternate 1 Email* |
| *Alternate 2 Name* |  | *Alternate 2 Email* |
| *Alternate 3 Name* |  | *Alternate 3 Email* |
|  | | |
| 1. **Will you need to pay for AV support for your conference such as a projector, screen, power cords? If yes, what is the cost?** | | |
| *Answer* | | |
|  | | |
| 1. **What is the expected total cost for meals for your event?** | | |
| *Answer* | | |
|  | | |
| 1. **What is the recommended lodging for your event?** If you have secured a group room block rate, please be sure to include the hotel name and room block link as well as a description of what is included in the nightly rate, such as breakfast or WIFI. Please also share a copy of the hotel contract with [events@iacbe.org](mailto:events@iacbe.org). | | |
| *Answer* | | |
|  | | |
| 1. **Is the region soliciting proposals for presentations for the event?** If yes, please share a copy of the Call for Proposals with [events@iacbe.org](mailto:events@iacbe.org). Submissions should be due before the date you list above for cancellations to receive a refund. | | |
| *Answer* | | |
|  | | |
| 1. **Is the region hosting any special sessions or events? (Shark Tank, student case competition, etc.) If yes, please provide the details as well as a primary contact.** | | |
| *Answer* | | |
|  | | |
| 1. **Are you offering additional items that should be included in the event description (guest speaker, networking dinner, or local business tour)? If yes, please share the details.** | | |
| *Answer* | | |
|  | | |
| 1. **Are you planning to look for conference sponsors? If yes, please review this file and be sure to keep the IACBE team posted on your plans.** | | |
| *Answer* | | |
|  | | |
| 1. **Is there anything else you’d like to share with us about your event that is relevant to setting up your registration site?** | | |
| *Answer* | | |

**Regional Assembly Conference Planning Resources**

* Regional Assembly Conference information and regional officer lists can be found on the [Regional Assembly Conferences](https://iacbe.org/events/regional-assembly-conferences/) page of our website.
* The “R” section of the **Member Only Resources** page of the IACBE website contains copies of all documents listed below. *If you do not have access to Member Only Resources, please* [*let us know*](mailto:iacbe@iacbe.org) *and we will grant you access*. The page can be found at <iacbe.org> 🡪 Resources tab 🡪 Member Only Resources
* **Regional Assembly Handbook**—[This document](https://iacbe.org/wp-content/uploads/2024/05/Regional-Assembly-Handbook-Revised-2024-0514.pdf) outlines the purpose of the regional assemblies and includes details about officer duties, process steps, and sample agendas.
* **Save the Date Template**—[This file](https://iacbe.org/wp-content/uploads/2024/05/Regional-Assembly-Conferenct_Save-the-Date-Template.docx) can be used to help save time drafting your save the date. You are not required to use it.
* **Budget Template**—[This tool](https://iacbe.org/wp-content/uploads/2024/05/Regional-Assembly-Conference-Budget-Template.xlsx) should be used to estimate the budget for your event. Inputs can be added for different amounts of attendees. Conference budgets should not project a loss.
* **Finances and Expense FAQs**—[This file](https://iacbe.org/wp-content/uploads/2024/05/Regional-Assembly-Conference-Finances-and-Expense-FAQs_2024.pdf) contains information about regional finances and expenses. Please send questions on this topic to Director of Finance [Kim Caedo](mailto:kimcaedo@iacbe.org).
* **Training Workshop Options**—Please review the [training options](https://iacbe.org/wp-content/uploads/2024/05/Regional-Assembly-Conference-Training-Workshop-Options.pdf) available and let us know if your region would like to offer one as part of your event. Fees generated from training go to IACBE headquarters and are used to cover the cost of staff travel related to delivering the training.
* **Sponsorship Request Template**—[This tool](https://iacbe.org/wp-content/uploads/2024/05/Regional-Assembly-Conference-Sponsorship-Request-Template.docx) can be used to help save time when soliciting sponsors for your event. Please keep [Vanessa St. Laurent](mailto:vstlaurent@iacbe.org) posted on any plans related to your event sponsors.
* **Certificate Template**—[This template](https://iacbe.org/wp-content/uploads/2024/05/Regional-Assembly-Conference-Certificate-Template.docx) can be used to share certificates with presenters or participants after the event. It includes instructions and can be edited to serve your specific needs.