

ROTARY WESTERN GREAT LAKES DISTRICT CONFERENCE, INC.

Conference Planning Policies & Procedures

PURPOSE OF THIS DOCUMENT

The Conference Planning Policies and Procedures is a living document maintained by the Conference Planning Chair and presented annually to the Council.

DEFINITIONS

- The following acronyms will be used throughout this document:
 - Rotary International – RI
 - Rotary Western Great Lakes District Conference – TriCon
 - Rotary Western Great Lakes District Conference Council - Council
 - Conference Planning Committee - CPC
 - District Governor – DG
 - District Governor Elect – DGE
 - District Governor Nominee – DGN
 - Assistant Governor – AG

PURPOSE OF TRICON

The purpose of the annual multi-district conference (TriCon) is to bring together the districts' members inspire greater involvement with Rotary, strengthen existing relationships, and showcase the impact and outreach of Rotary in the world. The event, whether virtual or in-person, should recognize accomplishments of members, clubs, and the district, in order to give them a vision of Rotary beyond the club level and to provide a memorable fellowship experience.

The conference be organized in accordance with Rotary International's Manual of Procedure Section 15.0400 – District Conference and District Legislation Meeting requirements. Further RI District Conference resources are available in Appendix 1.

The conference may include:

- A visit from a president's representative, who gives an update on Rotary International and inspires and motivates participants
- For each district:
 - A report on the district, including its successes and challenges
 - An official business meeting to discuss and vote on important district matters
- Local and international speakers giving information on topics relevant to district members
- Time to network, reconnect with friends, and find inspiration for continuing service and community leadership

Five steps to a successful District Conference include:

- Setting Priorities to Focus on Member Engagement
- Planning Logistics
- Planning Programing
- Promoting the Conference
- Executing, Evaluating, and Enjoying your District Conference

KEYNOTE SPEAKERS

The current year DGs shall be responsible for sourcing the four keynote speakers. It is recommended that DGEs and DGNs embark on this effort early. A goal is to secure two of the speakers before the prior year's conference to use in the "Save The Date" announcement. Once selected, Keynote Speakers will be coordinated by the Speaker Coordination Committee taking over the logistics, coordination, and hosting.

PURPOSE OF THE CONFERENCE PLANNING COMMITTEE (CPC)

The CPC shall plan, manage, and execute the annual Tri-Con. The CPC shall not only focus on the upcoming year's event but shall engage in a rolling planning process for two and three years out. In addition, the CPC shall review the policy and procedures along with the Council bylaws to make recommendations for continuing improvement of the TriCon.

CONFERENCE PLANNING COMMITTEE STRUCTURE

Template Organization Chart

See Appendix 2.

CPC Leaders and Standing Committees

The Council shall nominate chairs and vice chairs for these committees to serve two-year terms

- Conference - chair and vice chair
- Retain the Conference Administrator
- Facilities - chair and vice chair
- Registration - chair and vice chair
- Marketing - chair and vice chair
- Programs - chair and vice chair
- Sponsorship - chair and vice chair
- Speaker Coordination - chair and vice chair
- Sergeant At Arms - chair and vice chair

Automatic Committees

The following committees are extensions of their parallel District Committees. District leaders of these committees shall automatically be members of the respective TriCon committee. The current year DGs shall select a chair for the current year.

- Foundation
- Youth
- Rotaract
- Polio

Ad-Hoc Committees and Other Roles

Conference Planning Chair and the Conference Administrator may create additional ad-hoc committees and roles to execute the work of the conference. Nominations to these positions shall be made by the current or elect DGs. Terms for these committees are flexible. This type of committee/role is envisioned to address unique roles and to utilize Rotarians local to the conference site. Examples of these potential committees include:

- House of Friendship
- Activities
- Service Project
- Power Point Creation
- Script/Stage Manager
- Emcee
- Survey
- Photographer

ROLES AND RESPONSIBILITIES

Conference Chairs

Responsibilities of the Conference Chair and Vice Chair include:

- Coordinating, monitoring, and facilitating all conference planning activities
- Maintain a rolling three-year planning horizon with DG, DGE, and DGNs
- Monitor Council's site selection process for the +2-year conference. This should start in November and be completed no later than March. (*Example: In the Conference Planning year for 2025, the Council's process should start in November 2022, and completed by April 2023*)
- Establishing and maintain the CPC organizational chart based on Council nominations and with DG Teams assistance in additional nominations.
- Provide regular status updates to the Council Chair
- Attending Council Meetings and provide status reports
- Schedule and lead regular meetings with DG, DGE, and DGNs
- Provide DGE and DGNs with deliverables and timelines
- Set schedule and agendas for CPC meetings
- Develop the budget in conjunction with the DGs, Treasure, and Council.
- Participate in site selection
- Venue coordination
- AV selection and coordination
- Schedule individual committee kickoff meeting(s) and review:
 - Duties
 - Milestones
 - Deliverables
- Review bylaws annually and recommend updates or changes
- Provide a report to the Council on CPC polices & procedures changes annually
- Oversee evaluation of attendees

Conference Administrator

Proposed position only, not currently approved by the Council or budgeted.

Responsibilities of the Conference Administrator include:

- Reports to Council Chair and CPC Chair.
- Develop planning milestones.
- Attending Council Meetings and provide status report at Council Meetings
- Attend key CP meetings and key committee meetings
- Attend monthly meetings with DGE and DGNs
- Provide DGE and DGNs with deliverables and timelines
- Develop budget
- Participate in site selection
- Registration
- Venue coordination
- Meal's coordination
- AV selection and coordination
- Review bylaws, polices & procedures on an annual basis
- Onsite for the 4 days of the conference
- And other duties outlined in their contract.

Facilities

Responsibilities of the Facilities Chair and Vice Chair include:

- Work with the Council Site Selection Committee to execute the conference details/coordination of the conference venue, A/V, Meals, and Hotel.
- Responsible for EVERYTHING that has to do with the experience during the conference event itself including:
 - Meals
 - Hotel rooms
 - Meeting rooms
 - Audio/visual equipment
 - Signage.
- Working with audio/visual company for general session staging, recording and programming
- Working with ambassadors (formerly sergeants) on meal and room counts
- Have two (2) Bars at events that include alcohol. 4/29/223
- Other responsibilities that can be reasonably expected of this position.
- Temperature issues with conference center/hotel
- Setting up breakout rooms with supplies
- Verifying everybody has what they need to do their job.
- The Facilities Chair and Vice Chair along with Conference Chair and Vice Chair are the only Conference Planning Committee members who work directly with hotel staff during the event.

Registration

Responsibilities of the Registration Chair and Vice Chair include:

- Manage registration software
- Create event in software
- Goal is to go live with registration on the 1st of the year
- Cancellation fees
- Provide regular updates on registration from opening to the start of the event
- Provide 11 and 3 days out reports for catering
- Produce name tags

Marketing

Responsibilities of the Marketing Chair and Vice Chair include:

- Logos
- Web Site
- Develop “Save The Date” cards for the DGs ready for use by July 1.
- Coordinate with registration, sponsorship, programs, and other conference committees.
- Develop a marketing “Tool Kit” to send to club presidents, AGs, and DGs to promote the conference. Initial materials by July 1 for DGs to use in their club visits. Through out the fall add and maintain to the tool kit for the full kit to be complete by January 1 to coincide with registration going live. This easily accessible kit is intended for use by DGs, AGs, other district leaders, and Club Presidents in the promotion of the conference.
- Incorporate Sponsor recognition.
- Develop a Social Media Campaign
 - Monthly save the date updates in the fall
 - Weekly updates from January 1 till one week after the conference.
- General session bumper videos
- Develop event signage
- Visibility in multiple platforms to recognize sponsors
- Save the date and video for the next years conference
- Develop PowerPoint templates for workshops and plenaries

Programs

Responsibilities of the Programs Chair and Vice Chair include:

- Workshop selections and scheduling
- Develop a slate of workshop speakers and programs by December 15th.
- Workshop speaker coordination
 - Collect bios and photos for speakers.
 - Complete introduction scripts for each session
 - Speaker orientation
 - AV needs coordination
- Recruit and train Room Hosts. The Room Hosts greet attendees, introduce the speaker(s) and facilitate a timely start and end to the workshops..
- Provide training for room hosts and speaker orientation!
- Each district shall designate two members to the program committee.

Evaluation

Responsibilities of the Evaluation Committee include:

- Develop and maintain a Feedback form for real-time collection during the conference.
- Develop a post event evaluation and distribute to members immediately after the Conference.
- Provide a summary report of the survey to the CPC and Council within 4 weeks of the Conference.
- Attend Council meeting to present summary of report

Sponsorship

Responsibilities of the Sponsorship Chair and Vice Chair include:

- Develop sponsorship levels, costs & benefit
- Create/update sponsorship level form; ensure DG's are in agreement of benefits at each level
- Seek out sponsors, outreach shall begin by October 1st
- Invoice with payments to treasurer
- Collect sponsor logos for website
- Deliver sponsor benefits onsite
- Coordinate with marketing for sponsor placement and recognition
- Work with registration committee to appropriately get sponsors registered for the conference and the meal for their sponsored plenary session.
- Work with script team to build sponsor recognition and welcome message/speaker introduction into script.
- Assign designated hosts to Dimond and Gold Sponsors.
- Send thank you notes to sponsors after the event.

Keynote Speaker and President's Representative Coordination

Responsibilities of the Speaker Coordination Chair and Vice Chair include:

- Once the DGs have confirmed the speaker this committee takes care of all future logistics
- Once the DGs have confirmed the President's Representative (Sometimes as late as early February) this committee takes care of all future logistics.
- Collect photos, bio, and program descriptions.
- Arrange hotel, conference registration, and meals.
- Provide reimbursement forms.
- Secure speakers PowerPoints 10 Days Prior
- Assign hosts for each speaker and the President's Representative at the conference.

Ambassadors "Sergeant At Arms"

Responsibilities of the Sergeant At Arms Chair and Vice Chair include:

- Workshops
- Meals
- Plenary sessions
- Foundation Dinner

Foundation

Responsibilities of the Foundation Committee:

- DGs for the year of the conference determine if, when, and the format of the Foundation Dinner.
- Each District's Foundation Charis are automatic members of this committee.
- DGs shall also ensure District representation on the TriCon Polio Committee one from each district.
- If assigned by the DGs, this committee is responsible for all aspects of the Foundation Dinner
- Work with Site Selection and Facilities Committees
- Key specific duties:
 - Foundation Committee shall extend individual invitations to key donors in each of their representative districts.
 - Dinner Program
 - MC for the Program
 - Work in conjunction with the DGs for the speaker(s)
- Coordination with:
 - Registration via the conference web site
 - Facility arrangements
 - Food and beverage arrangements

Polio Plus

Responsibilities of the Polio Committee include:

- Automatic member based on district role.
- Promote and educate on RI's Polio Plus
- Provide opportunities for fun and fellowship while raising money for Polio Plus
- Provide Registration with details of any events annually by mid-December
- Coordinate with Facilities for the number of tables required for silent auction items

Youth

Responsibilities of the Youth Committee include:

- Automatic member based on district role
- Responsible for Youth Exchange Students and their Program at the Conference
- Designate delegates for workshops associated with our Youth Programs

Rotaract

Responsibilities of the Rotaract Committee include:

- The integration of Rotaract into our multi-district conference is still to be determined.
- District Rotaract Chairs are automatic members of the TriCon Rotaract committee.

House of Friendship (Ad-hoc)

Responsibilities of the House of Friendship Chair and Vice Chair include:

- Create a form for registration.
- Determine pricing of table with Facilities
- Invoice clubs | payments to TriCon Treasurer
- Map out tables at the facility
- Make table assignments
- Communicate table assignments
- Engage volunteers to assist onsite

Service Project (Ad-hoc)

If the GGs desire a service project for the current year, the responsibilities of the Service Project Chair and Vice Chair include:

- DGs shall recruit leaders for the desired project.
- The conference budget does not include any allowances for such projects, so the DGs shall also determine the funding source(s).
- TBD

Activities (Ad-hoc)

If the GGs desire a service project for the current year, the responsibilities of the Service Project Chair and Vice Chair include:

- DGs shall recruit leaders for the activity.
- TBD

Photographer (Ad-hoc)

- A photographer(s) shall be recruited to document and obtain key photos for the event.
- Photos shall be archived to the Conference Google Drive.

Production Committee

The “Production Committee” is responsible for developing and executing the Plenary Sessions. It consists of the following committees:

- Script Writer
- Stage Manager
- Power Point Creation
- Emcee.

Script Writer (Ad-hoc)

Responsibilities of the Script Writer include:

- Script development
- Lead script development meetings.
- Work with sponsors on their speaker introductions.
- Participate in dress rehearsals.

Stage Manager (Ad-hoc)

Responsibilities of the Stage Manager include:

- Participate in script development.
- Lead dress rehearsals.
- Coordinate youth flag ceremonies.
- Event stage management.

Power Point Creation (Ad-hoc)

Responsibilities of the Power Point Creation Committee include:

- Participate in script development.
- Power Points for the General Sessions
- Coordination with script writing
- Coordination with DG and DGEs
- In Memorial Power Points slides

Emcee (Ad-hoc)

Responsibilities of the Emcee include:

- On stage host of the event
- Participate in scrip preparation meetings

POLICIES AND PROCEDURES

VENDORS

Vendors shall be permitted at TriCon by invitation only. The Council and CPC reserves the right to charge a fee to Vendors. Vendors will be responsible for paying the TriCon registration fee if they wish to participate in meals and general sessions.

DISTRICT EXPENSES

The Council expects that each participating district will pay the expenses attributable to its respective Council members who attend RWGLDC, a Council meeting, but is not a “designated” Council Member.

Each District shall determine its policy with respect to how they cover registration fees and expenses for attendance at RWGLDC by all other district attendees. Each DG, DGE, DGN, and District Trainer and all other district attendees (not including Council members) are responsible for their room and travel expenses and for the fees for their spouse/partner. For each registrant, their registration will not be considered complete until the Council Treasurer has received the registration fees from the district or registrant.

COUNCIL, CONFERENCE PLANNING COMMITTEE, AND OTHER ATTENDEE EXPENSES

The Council shall pay for the travel expenses (reimbursed at IRS business rates), hotel, accommodations, registration fees and meals for the Executive Council, which is comprised of the Council Chair, Council Vice-Chair, Treasurer, Assistant Treasurer, Secretary, and the Conference Chairs and Vice Chairs. All the above-named persons shall be responsible for the expenses for their respective spouse/partner.

The Council shall pay for the registration fees and meals for the DG's, DGE's, DGN's members of the Council. All the above-named persons shall be responsible for the expenses for their respective spouse/partner.

The Council shall pay for the travel expenses (reimbursed at IRS business rates), hotel, accommodations, registration fees and meals for the following Conference Planning Committee members: Facilities Chair. All the above-named persons shall be responsible for the expenses for their respective spouse/partner.

The Council shall pay for the registration fees and meals for the following Conference Planning Committee members: Registration Chair, Marketing Chair, Programs Chair, and Sponsorship Chair. All the above-named persons shall be responsible for the expenses for their respective spouse/partner.

The Council recommends that Districts pay all expenses for their District Trainers that support the district meetings which are imbedded in the conference and that and that the districts provide mileage reimbursement for Council members at IRS business rates.

The Council recommends that Districts pay all expenses for their Council members and that the districts provide mileage reimbursement for Council members at IRS business rates.

All other district attendees shall be responsible for all of their expenses and the expenses of any spouse/partners. Member districts may reimburse for any or all of these expenses at their own discretion.

The Council shall pay for the hotel accommodations, registration fees and meals, and travel expenses for invited speakers and other invited guests upon the Council Treasurer's receipt of a detailed expense report for reimbursement. It is the policy of the Council to reimburse mileage at IRS business rates and/or air fare for coach class air travel.

COUNCIL MEETINGS EXPENSES

The Council typically conducts its meetings virtually using platforms such as Zoom or Teams, and as such, does not anticipate incurring travel expenses for these meetings. However, in the event that the Council decides to hold an in-person meeting, all Council members attending such a meeting shall be responsible for their own hotel accommodations and travel expenses.

SITE SELECTION TRAVEL EXPENCES

The Council shall authorize reimbursement of travel expenses incurred by the designated site selection team (comprised of the CP Chair, CP VC, Site Selection Chair, SS VC, and DGs associated with the year of the conference) for site selection visits, subject to prior approval by the Council President and Council Treasurer.

EXPENSE REIMBURSEMENT

Expense reimbursement requests are to be submitted to the Council Treasurer within 30 days of incurrance in order to qualify for reimbursement by Council.

ADDITIONAL POLICIES AND PROCEDURES

Format: Topic - Details (Date Policy Enacted)

1. Speaker Travel - TriCon will reimburse the speakers travel expenses. Spouse/Partner not included. Spouse/Partner conference registration fees and meals will be provided if they choose to attend.
2. President's Representative - TriCon shall cover expenses for the President's Representative and Spouse/Partner per RI guidelines.
3. Refunds - The Rotary Western Great Lakes District Conference refund policy is to return the amount paid less the fees which were included in the ticket price. The deadline to request any refund is 10 Days before the Conference's 1st event.

Apr. 23 - Current registration platform and payment fees are: \$1.79 + 3.7% of the price of each item and a Payment Processing Fee of 2.9% per order.

APPENDIX 1

RESOURCES FOR PLANNING CONFERENCE PLANNING

The conference committee plans the conference, in collaboration with the Council and Governors. Many resources can help you plan your conference:

[Five Steps to a Successful District Conference](#) — Explains how to host an innovative and engaging district conference

[Manual of Procedure](#) — Contains the policies and procedures Rotary clubs follow, including those related to the district conference: voting, elector credentials, actions of a district conference, and proposing legislation

Rotary's [Brand Center](#) — templates for club and district logos, promotional materials, information about the proper use of the Rotary emblem, and guidelines on using color, design, photography, and domain names on your website and in other materials

[District Conference Roles and Responsibilities](#) — Outlines the responsibilities of those planning the conference

[District Conference Risk Management](#) — Outlines the process for organizing an event in a way that minimizes accidents; includes information about negotiating effective contracts

[Protocol](#) — Gives the protocol to be used when recognizing Rotarians during the conference

PRESIDENT'S REPRESENTATIVES

Find resources for president's representatives and district governors on the [President's Representatives page](#).