**UPAA Symposium Host Packet and Timeline**

**Packet Organizational Outline:**

1) Introduction

2) Goals of Symposium

3) Speakers/Symposium Content

4) $1000 Host Advance

5) Field Trip

6) Timeline

7) Facilities

8) Host Tips

9) Group Photos

10) List of Board Members

11) List of Past Hosts

**INTRODUCTION**

This packet is intended to assist anyone who is planning on hosting a UPAA Symposium or interested in possibly hosting a Symposium. The time line, necessary equipment and facilities needs are not requirements but are reminders of things you may need.

**GOALS OF SYMPOSIUM**

The UPAA Technical Symposium provides professional development through educational seminars and networking opportunities. The ultimate goal of the symposium is for the member to return to their campus with new knowledge and with renewed enthusiasm/inspiration. For most institutions there is only one person in the university photographer job so it is especially important for the photographer to interact with colleagues.

**SPEAKERS/SYMPOSIUM CONTENT**

The most recent UPAA membership survey may be useful in indicating what topics the members are interested in. UPAA Corporate Liaison may be able to provide list of speakers available through our corporate sponsors. Some of these speakers’ costs may be completely covered by the sponsor, such as the Nikon and Canon speakers. There may be local speakers that you know that would interest the group. Just remember to budget speakers’ fees into the cost. Some funds may be available through UPAA for bigger name speakers.

**$1000 SYMPOSIUM ADVANCE**

A $1000 advance is available, if necessary, to hold facilities or for other needs in preparation to host Symposium. This advance is to be repaid to the UPAA when the final costs of the Symposium are settled. The advance can be requested one year ahead.

**NIKON SHOOT OUT**

Find an interesting location. What are the costs involved with the field trip? Are there any admissions fees? Do you need to book location? Transportation costs? Meals? The host may need to provide some digital editing facilities if possible for those without laptops on return to campus. This has not been the case in recent years with so many members bringing laptop computers.

**TIME LINE**

**3 Years Ahead**:

UPAA Board actively recruits symposium sites and distributes packets to anyone interested in hosting.

**2 Years Ahead:**

Tentative host submits proposal and departmental authorized Host Contract to UPAA Board. UPAA Board approves choice of host. Host determines dates for Symposium.

**1 - 1.5 Years Ahead:**

Host begins to line up speakers. Reserve rooms for meetings, meals.

(Talk to UPAA Corporate Liaison about availability of corporate sponsored speakers and/or donations for speakers) Start thinking about someone to plan and run the spouses/guest program.

**9 Months - 1-Year Ahead:**

Host provides lodging and conference center actual costs for Board to review.

**6 Months Ahead:**

Have actual costs and likely content of Symposium set so that Symposium information can be sent out to members. The host should market the Symposium to colleges and universities within the Symposium site's geographical region. Prepare printed materials to advertise Symposium.

**6 Months Ahead to Symposium Date:**

The UPAA Website contains the Symposium Website. This site contains all relevant information for registration and schedule. The host will be given permissions to update the page. This page also contains the link to payment information for the symposium.

**FACILITIES**

**General Information:** When making plans for numbers, host should assume 50-60 participants for the Symposium and 10-15 partners based on average attendance at past Symposiums. (Note: Partners' program must breakeven.) While planning the Symposium, the host should try to budget costs so that the Symposium attendance fee remains with $25 of the previous years’ fee.

**Lodging and Dining:** Need adequate facilities to house and feed Symposium participants. Can be a mix of on and off campus facilities. Preferably there would be a range of prices and room occupancy options for lodging. If off campus, transportation needs to be addressed.

**Awards Banquet Facility:** Symposiums typically ends with the Awards Banquet. This event and facility can be modified if necessary according to Symposium agenda.

**Meeting Room:** Needs to handle the number of attendees and have adequate lighting controls, such as window blinds and curtains, for projected presentations.

**Meeting Room Technology:** Room needs to be equipped with the following or host needs to make arrangements to obtain equipment. (Note: UPAA members may be a good source for some of this equipment and may save host rental fees.) Equipment: microphones, digital projector, projection screen, laser pointer, computer with appropriate software (for presentations).

**Board Meeting:** Meeting room for UPAA Board Meeting on the day prior to the start of the Symposium. This can be on campus or at the hotel.

**Registration Table:** Needs to be staffed in the afternoon prior to the first day of the Symposium. The members will check in and receive their packets and local information.

**Print Competition:** Secure room with adequate lighting for the Print Competition judging. The room needs to be available the day before the Symposium begins in order to be set up by Print Competition Chair and assistants. The host needs to provide a means to displaying the prints or make arrangements in advance for a method of hanging the prints. Contact Annual Print Chair to talk this over. The chair will need to know linear footage of the space, hanging two up. Gallery space has worked well at past symposiums. Preferably, the prints can remain on display throughout the Symposium in this room.

**Miscellaneous:** The host will need to accept the Annual Print Competition entries and store those boxes until the Annual Print Competition Team arrives on Monday. The team will unpack and hang the show on Monday afternoon.   
Access to copy services for small runs is essential.

**Participant Resources:** Access to a wireless network on campus is highly desirable.

**Hospitality Room:** Room large enough to accommodate the majority of the attendees. Typically used each evening after scheduled events. Special arrangements may need to be made to accommodate university and conference center rules concerning hospitality room supplies. This may be on campus or at the hotel. Volunteers can help run the room each night, refresh supplies and ice. Supplies can be purchased ahead on sale or at wholesalers. This would include soda, munchies, cups, and paper towels, and coolers for beverages or a refrigerator.

**Secure Storage Area:** To be used for storage of Symposium equipment and supplies.

**HOST TIPS**

Look for volunteers and student workers for airport runs and various last-minute tasks. Provide guest packet for each participant containing a good map of campus and area, paper and pencil/pen, and any other good stuff. A list of attendees, their school, where they are staying and how to reach them is very useful. Keep in mind that the meal plan is flexible. Host may not necessarily need to provide every meal. Recruit local photo and computer suppliers for symposium sponsorship, giveaways, or presentations. Also work with UPAA Corporate Liaison for additional sponsorship. Contact local media to let them know about the Symposium and photo and video opportunities.

Figure out your transportation options. The shoot out or off site trips may need a bus or vans. Some members will have cars but not enough.

**GROUP PHOTOS**

Host needs to make arrangements for a UPAA member attendee group photo and a Partners' Program attendee group photo.

**UPAA BOARD MEMBERS**

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**PAST HOSTS:** (You may want to contact some of these individuals for any

questions you may have about hosting the Symposium.)

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