



## **Symposium Host Packet and Timeline**

### **INTRODUCTION**

This packet is intended to assist potential or confirmed hosts for a UPAA Symposium. The timeline, necessary equipment, and facilities educated suggestions but not requirements.

### **GOALS OF SYMPOSIUM**

The UPAA Technical Symposium provides professional development through educational seminars, guest lectures, hands-on workshops and networking opportunities. The ultimate goal of the symposium is for the members to return to their campus with new knowledge and with renewed enthusiasm/inspiration.

### **FUNDING**

The symposium is funded by attendee registration fees, investment from the host school, and sponsorship from corporate partners.

### **SPEAKERS / SYMPOSIUM CONTENT**

The most recent UPAA membership survey may be useful in indicating what topics the members are interested in. The UPAA Corporate Partner Chair will work with the host to identify and connect with speakers who can be sponsored by Corporate Partners, but there is some funding for speakers who do not fall under this option. Some funds may be available through UPAA for bigger name speakers and breakout speakers who require payment, but these scenarios should always be discussed and made part of the budget. The UPAA pays an honorarium for presenters not sponsored by a corporate partner. The presenter is responsible for travel, lodging and other transportation. If the host hotel compensates a few suites as part of the contract, those rooms can be used for speakers. All speakers receiving honorarium from the UPAA should sign a contract.

Hosts are responsible for collecting and scheduling breakout presenters, and choosing keynote speaker, though they can always lean on symposium planning chairs and committee members for help. The Video Chair should be heavily relied on to assess and choose video speakers and presenters.

## TIME LINE

### 3 Years Ahead:

UPAA Board works to recruit symposium sites and add interested hosts to their board records

### 2 Years Ahead:

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

### 1 Year Ahead:

An announcement is made sharing the location of the next symposium. Dates for the Symposium are determined in the months following. The host begins to research hotels, speakers, event accommodations, rooms for meetings, and meals. An event planner from the host's institution should be brought onboard.

### 9 Months Ahead (Oct/Nov):

- Host provides lodging and conference center costs for UPAA president, symposium planning chairs, and committee for review. Hotel contracts may be signed at this time.
- The board attends campus for their annual in-person midyear meeting in October or November. This two day visit is for the board to connect in person for a day-long meeting, and for the board to join the host to tour the facility options to decide on specific locations. Chairs often join as well.
- The board stays in the hotel likely set to be used for the actual symposium to experience their accommodations.
- The President signs a hotel contract and possibly makes partial payment to the hotel.

### 7 Months Ahead (December):

- Have registration cost and outline of Symposium content set so Symposium information can be shared with members. This is imperative so that members can pitch to their employers to get professional development funding and be able to attend. For many this is a long process.
- Ideally, registration opens December 1 to allow universities with a fiscal year ending December 31 to pay from the year ending soon.
- Symposium information is added to the UPAA Website. This site contains all relevant information for registration and schedule. This page also contains the link to payment information for the symposium.

## FACILITIES

General Information: The host should plan for 220 attendees, although it is up to the host to determine the cap since this number is often determined by space limitations at the symposium venue. While planning the Symposium, the host should try to budget costs so that the Symposium attendance fee remains within \$25 of the previous years' fee.

Plan to make a budget with 175 attendees including all membership levels. This is most important when calculating fixed costs like room rental.

**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. Dietary consideration for catered meals must be considered.

**Breakout Rooms:** Needs to accommodate predicted number of attendees per room, and should be in the same general vicinity of one another for ease of movement from one session to the next.

**Corporate Partner space:** During the midyear meeting, the symposium planning team will help find the best location for our corporate partners to set up their tables. Security in this space as well as proximity to members during the week is paramount. The host is responsible for coordinating the receiving of gear from CPs prior to the symposium.

**Meeting Room Technology:** Podiums, projection screens, laptop hookups, microphones should be in every room, or the host needs to make arrangements to obtain this equipment. Having host institution's IT personnel available is ideal.

**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, though having this space at the same location as the main event can be very helpful for when the board needs to meet throughout the week, as well as providing a place to store awards, CP giveaways, and presenter gifts for easy access.

**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.

**NIKON SHOOT OUT (photo) and B&H SHOOT OUT (video):** Find an interesting location. Consider fees involved with travel to the location, admissions fees, and whether booking a location is necessary.

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

#### HOST TIPS

- Bring an event planner on board. They make a world of difference.
- Look for volunteers and student workers for various last-minute tasks.
- Members are great at carpooling and generally there are enough cars for carpooling. Parking passes may be needed.
- Plan to orchestrate and take the group photo.
- The business meeting should ideally take place on Thursday during lunch for efficient use of time.

UPAA Board members and chair names and contact info can be found [HERE](#)

PAST HOSTS: (For any questions you may have about hosting)

- Steven Bridges, University of Tennessee, [sbridge7@utk.edu](mailto:sbridge7@utk.edu)
- Jaren Wilkey, BYU, [jaren@byu.edu](mailto:jaren@byu.edu)
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