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1.0 INTRODUCTION

1.1 PREAMBLE

1.1.1 CSC is a national multidisciplinary, non-profit association with chapters across Canada. CSC is committed to delivering progressive education, certification, publications and professional networking opportunities for the Design + Construction community.

1.1.2 CSC annual conferences provide an ideal opportunity to provide such opportunities for people involved in the various disciplines of the construction industry.

1.2 INTENT

1.2.1 This manual is intended to be used as a guide for the Conference Committee in planning and finalizing details for annual conferences. An attempt is made here to convey the philosophies of the Association as they relate to conferences and therefore provide cornerstones on which to build a successful conference.

1.3 ACRONYMS

1.3.1 ACC – Association Conference Committee

1.3.2 AO – Association Office

1.3.3 CCC – Chapter Conference Committee

1.3.4 CPS – Companion Program Subcommittee

1.3.5 SPS – Social Program Subcommittee

1.3.6 TPS – Technical Program Subcommittee

2.0 HOST CHAPTER (CITY)

2.1 PROCEDURE

2.1.1 The CSC Board of Directors accept requests to host a Conference at the Spring Board Meeting.

2.1.2 Any Chapter may request to host a conference.

2.1.3 All interested Chapters are required to make a presentation to the Board of Directors.

2.1.4 If more than one Chapter expresses interest in a given year, a vote by secret ballot by the Board of Directors will take place following the presentations.

3.0 BUDGET

3.1 POLICY

3.1.1 It is Association policy that annual conferences should not place a financial burden on the Association. Therefore, Conference budgets are prepared by the Association and show a reasonable but conservative surplus.

3.1.2 The Budget is prepared by the CSC Secretary/Treasurer and Executive Director as a part of the CSC annual budget that is approved by the Board of Directors.

- 3.1.2.1 The Budget is based on historic numbers, location of the conference, venue, a forecast of the number of attendees, sponsorship revenue among other things.

3.2 SURPLUS/DEFICIT

- 3.2.1 Excess of revenue is shared between the Association and the Chapter hosting the conference.
- 3.2.2 The Host Chapter will receive 25% of the surplus to a maximum of \$10,000.

4.0 COMMITTEES AND INDIVIDUALS

4.1 ASSOCIATION CONFERENCE COMMITTEE (ACC)

- 4.1.1 A CSC Vice-president will act as Conference Co-Chair and the remainder of the Executive Council will form the Association Conference Committee.

4.2 CHAPTER CONFERENCE COMMITTEE (CCC)

- 4.2.1 Committee appointed by the host Chapter in accordance with the Association guidelines. They are to provide support to the Association Office and perform organizational activities at the local level to ensure a successful conference.
- 4.2.2 Composition: (may vary depending on responsibilities as negotiated with Association Conference Committee)
 - 4.2.2.1 Chapter Conference Co-Chair
 - 4.2.2.2 Chapter Conference Vice-Chair (if required)
 - 4.2.2.3 Secretary
 - 4.2.2.4 Treasurer (possibly Chapter Treasurer who works closely with the Executive Director)
 - 4.2.2.5 Technical Program Committee Chair
 - 4.2.2.6 Social Program Committee Chair
 - 4.2.2.7 Companion Program Committee Chair
- 4.2.3 The main characteristic of all members of the Chapter Conference Committee is that they are individuals who are capable of making decisions, carrying out assigned tasks and good team players. They should also be familiar with CSC Conferences as a delegate.
- 4.2.4 During the period between 18 months and 6 weeks prior to the Conference, the Chapter Conference Committee should meet at least once per month.
- 4.2.5 Meetings during the first 6 months of the committee's mandate should, in collaboration with the Executive Director and Association Conference Co-Chair, concentrate on development of the technical program, social program, timetable, preliminary budgets and presentation to current year conference to generate interest and commitments for the following the Conference.
- 4.2.6 During the final six weeks preceding the Conference, meetings should be held weekly, or more often if necessary, to assure that all details have been finalized. Since the Association will take a lead role in items related to the facilities and hotel service, any concerns should be brought to the attention of the AO.
- 4.2.7 A final post-conference meeting should be held, following submission of all subcommittee reports to the Chapter Conference Co-Chair to conduct a post-mortem of the Conference and make recommendations for future conferences.

4.3 CHAPTER CONFERENCE CO-CHAIR

- 4.3.1 Is appointed by the Host Chapter or CCC. Chapter Co-Chair of the CCC coordinates all functions of Conference between the ACC , the CCC and Conference Co-Chair (generally the CSC Vice-President – Conferences) and the AO.

4.4 HOST CHAPTER SUBCOMMITTEES

4.4.1 Companion Program Subcommittee (CPS)

4.4.1.1 The CPS is responsible for the Companion Program. Although the Companion Program should be of general interest to the majority of companions, it is wise to avoid the stereotypical convention fare with emphasis on shopping, clothes and make up. As with the overall Social Program, the CPS should take advantage of unique attractions of the host city or area and develop a program which reflects the cultural and historical features.

4.4.1.2 A proposed program and related budget should be prepared well in advance of the Conference and be included in the Conference program submitted for Board approval.

4.4.1.3 All contracts must be signed by the AO for legal reasons.

4.4.2 Social Program Subcommittee (SPS):

4.4.2.1 The Social Program is primarily the CSC Fun Night that is traditionally held on the Friday night. It is an important aspect of CSC conferences which is looked forward to by the delegates and their companions. In addition to being entertaining, the Social Program should reflect historical, cultural and scenic features of the host city.

4.4.2.2 The SPS and the AO work together to find a venue that is suitable for the event for the Fun Night. The SPS is responsible for making recommendations for entertainment for the evening as well.

4.4.2.3 The SPS is also asked to provide assistance in identifying a few bands that the President can choose from for the entertainment for the President's Ball.

4.4.2.4 The SPS may also be asked to help identify a Piper to pipe in the head table at the beginning of the President's Ball.

4.4.2.5 All contracts must be signed by the AO for legal reasons.

4.4.3 Technical Program Subcommittee (TPS)

4.4.3.1 The TPS is tasked with the responsibility of developing a current and relevant Technical Program that will help attract delegates from across the country. Although this manual is a detailed guide, the Education Certification Committee (ECC), the Technical Studies Committee (TSC), in collaboration with the CCC, is granted a considerable degree of latitude to develop an educational/technical program reflecting current industry interests.

4.4.3.2 The selection of appropriate, topical and interesting subject matter for the Technical Program is most important to the success of a conference. It should be noted that not all sessions need to be focused on a specific subject matter; and should appeal to the interests the three streams of delegates (specification writers, contract administrators and technical representatives).

4.4.3.3 The Conference Co-Chairs and Executive Director should participate in the TPS meetings to help ensure conference success.

- 4.4.3.4 The general scope of the Technical Program should be in place 12-18 months prior to the Conference. The ECC, TSC and other CSC committees can be surveyed as to any specific issues that may be of interest to the industry. Association Conference Co-Chair will report progress to the Executive Council and the Board of Directors.
- 4.4.3.5 Speakers should be identified and contacted 10-11 months prior to the Conference with commitments by 6 months prior to the Conference.
- 4.4.3.6 The TPS is responsible to obtain an outline of each session, speaker information once confirmed and send it to the AO for posting on the website.
- 4.4.3.7 The TPS is responsible for obtaining the presentation prior to the Conference in order to include any presentation material in the delegate package. This should be done no later than 45 days prior to the conference start date.

5.0 ASSOCIATION OFFICE RESPONSIBILITIES

5.1 CONTRACTS

- 5.1.1 All contracts must be signed by the AO for legal purposes.

5.2 SPONSORSHIP

- 5.2.1 The AO is primarily responsible for the Sponsorship Program.
- 5.2.2 The AO will maintain the Sponsorship Prospectus which has five levels of corporate sponsorship:
 - 5.2.2.1 Diamond
 - 5.2.2.2 Platinum
 - 5.2.2.3 Gold
 - 5.2.2.4 Silver
 - 5.2.2.5 Bronze.
- 5.2.3 The AO will on an annual basis review the Prospectus and make changes as required to better meet the needs of the event.
- 5.2.4 The AO will solicit for sponsorships and may request some assistance from the CCC if required. The AO will be responsible for all aspects of the Sponsorship Program including but not limited to: allocating space for the display area; acknowledgement of sponsors as required throughout the conference.

5.3 VENUE SELECTION

- 5.3.1 The location of the venue to host the Conference does not have to be located in the city limits of the Host Chapter.
- 5.3.2 The venue should be of sufficient size to accommodate a CSC Conference as follows:
 - 5.3.2.1 Sufficient number of guest rooms to accommodate expected number of delegates;
 - 5.3.2.2 Sufficient number of meeting rooms of adequate size to accommodate technical sessions committee meetings, food and beverage functions, sponsor display area and the Annual General Meeting;
 - 5.3.2.3 Alternatively, some of the functions requiring large space may be held in a convention centre adjacent to the hotel.

- 5.3.3 A major source of funding for CSC conferences is derived from revenues generated by corporate sponsorships. For this reason, it is important to hold conferences in areas having a sufficiently large Design+ Construction community to justify the expense incurred by a manufacturer to sponsor and provide staff for an exhibit.
 - 5.3.4 The AO has the primary responsibility for the selection of the host venue.
 - 5.3.5 The AO will provide the CCC opportunity to express their opinions and suggestions.
 - 5.3.6 The AO will forward the recommended venue to the ACC for final approval.
 - 5.3.7 The AO will finalize arrangements with the approved venue.
- 5.4 HOTEL – ROOM ALLOCATIONS, FOOD & BEVERAGE AND LIAISON
- 5.4.1 The AO will be the primary contact for all matters dealing with the hotel.
 - 5.4.2 The AO in consultation with the CCC will allocate the meeting space for the technical program and food and beverage events, and the registration desk.
 - 5.4.3 The AO will allocate the space for the Sponsor Display area.
 - 5.4.4 The AO will select all food menus for functions within the hotel.
- 5.5 AUDIO/VISUAL
- 5.5.1 The AO will contract for all Audio/Visual equipment and services required.
 - 5.5.2 The CCC and TPS will provide the AO with the Audio/Visual requirements for the Technical Program.
 - 5.5.3 All Technical Program sessions will be equipped with a minimum of the following:
 - 5.5.3.1 podium and microphone
 - 5.5.3.2 lapel mic
 - 5.5.3.3 screen, projector and remote for advancing slide presentations.
 - 5.5.3.4 The TPS will inform the AO of any additional requirements for the Technical Program at least one month prior to the event.
- 5.6 CONFERENCE LOGO
- 5.6.1 The AO is responsible for the updating of the standard CSC conference logo once the slogan is received from the CCC. The AO will also arrange for lapel pins with the logo if required.
- 5.7 WEBSITE
- 5.7.1 The AO is responsible for ensuring all pertinent information is posted and maintained current on the Conference page of the CSC website in a timely manner.
- 5.8 ADVERTISING/PROMOTION – WEBSITE, ADVERTISEMENTS ETC.
- 5.8.1 The AO is responsible for the development of advertisements, the distribution of promotional material and the maintenance of the Conference page on the Association website.
- 5.9 PHOTOGRAPHER
- 5.9.1 The AO is responsible to ensure a photographer is present throughout the CSC Conference.

5.10 SIGNAGE

5.10.1 The AO is responsible for signage. The AO ask for assistance from the CCC in locating a local print company.

5.11 TRANSPORTATION

5.11.1 Transportation may be required for a number events such as the Companion Program and Fun Night. The CCC is responsible for obtaining quotes for transportation services from local service providers and to make a recommendation to the AO.

5.11.2 The AO in consultation with the CCC will sign a contract for services as recommended by the CCC.

5.12 REGISTRATION

5.12.1 The AO is responsible for registration.

5.12.2 The AO is responsible for the updating and posting on the web site all forms including but not limited to Conference Registration and Hotel Room Reservation forms.

5.12.3 Information regarding the hotel room rate and cut off dates should be clearly noted on the website and promotional material.

5.12.4 The AO is to ensure that there is a multitier Conference member and non-member fee structure to encourage early registrations.

5.12.5 The AO on an annual basis is to review the fee structure and make appropriate changes to the fee structure. The ACC will be informed of any recommended changes to the conference registration fees.

5.12.6 The AO will prepare badges for all attending the Conference.

5.12.7 The AO will assemble the registration envelope that will contain the following: Name badge, event tickets as required, ribbons (such as FCSC, President, Life Member etc) and any other item that may be required.

5.12.8 The AO are in charge of the registration desk. The CCC will be are asked to arrange for 2 or 3 volunteers to help at the registration desk throughout the conference.

5.12.9 The AO will ensure that there is a printer available to print badges on site.

5.13 ANNUAL GENERAL MEETING AND MEMBERS' FORUM

5.13.1 All matters regarding the Members' Forum and Annual General Meeting are the responsibility of the AO.

5.13.2 It is listed in this manual simply as a reminder that it takes place during the Conference.

6.0 SLOGAN

6.1 RESPONSIBILITY

6.1.1 The Host Chapter or CCC will provide a slogan for Conference at least 16 months in advance of the event.

7.0 AWARDS AND AWARDS LUNCHEON

7.1 PURPOSE

7.1.1 The Awards Luncheon is held to recognize the accomplishments of CSC members who have made exceptional contributions at the both Chapter and national level; as well as encourage involvement of all members in the business and activities of the Association.

7.2 RESPONSIBILITY

7.2.1 The AO is responsible to ensure that all award certificates/plaques are available for presentation at the Awards luncheon.

7.2.2 The AO will also ensure that an appropriate Master of Ceremonies is identified well in advance of the luncheon.

7.2.3 The AO is responsible for the awards script to be used by the Master of Ceremonies of the luncheon.

8.0 PRESIDENT'S BALL

8.1 RESPONSIBILITY

8.1.1 The AO is responsible for the event.

8.1.1.1 The SPS is asked to provide assistance in identifying a few bands that the President can choose from for the entertainment for the evening.

8.1.1.2 If a live band is used, arrangements for a disc jockey to play music during the band breaks should be arranged.

8.2 PIPER

8.2.1 The AO is responsible for contracting with a Piper to accompany the head table into the President's Ball.

8.2.1.1 The SPS may also be asked to help identify a Piper to pipe in the head table at the beginning of the Ball.

8.3 MASTER OF CEREMONIES

8.3.1 The Master of Ceremonies is selected by the President.

8.3.2 The AO will provide the Master of Ceremonies an agenda/script for the evening; however the Master of Ceremonies is encouraged to add their personal touch.

8.4 PRESENTATIONS

8.4.1 The College of Fellows will present the new inductees into the College during a 10 to 15 minute presentation at the President's Ball.

8.4.2 The Host Chapter for the following CSC Conference will have an opportunity to make a short presentation as well.