

# CAPI Conference Host Responsibilities and Requirements



## Purpose

To establish the requirements that potential hosts must meet in to host the Annual CAPI Conference.

## Section 1 – Organizational Eligibility

In order to be eligible to be a potential host of the Annual CAPI Conference a member organization must:

- A. Be a Full Member organization in good standing for at least two (2) consecutive years;
- B. Have attended two (2) of the previous two (2) Annual CAPI Conferences;
- C. Have an annual budget of at least USD\$25,000 and
- D. Be a fiscally-stable organization with no operating deficit exceeding ten percent
- E. (10%) of revenues in a three (3) year period.

## Section 2 – Bid Requirements

- A. In order to be eligible to potential host of the CAPI Conference, any proposed host city must have at least one substantial airline service from at least one major airline
- B. General information concerning the host city including the local culture, cost of living, population, population density, language(s) spoken, surrounding areas, etc.
- C. Detailed information on the proposed host hotel and conference venue(s), including room rates and a letter of intent from the proposed host hotel.
- D. The proposed dates of the CAPI Conference. The conference must be at least three (3) days long, include both days of a given weekend and take place no earlier than January 15 and no later than March 31 in a given year. It is common for an arrival reception to be held on a Thursday in the early evening and then full conference programing begins Friday morning.
- E. Detailed information on the local LGBTI community infrastructure (including entertainment options) and an outline of proposed social activities during

CAPI.

- F. This must include a map showing the city, points of LGBTI interest and the location of the proposed host hotel and conference venue(s).
- G. Detailed information demonstrating an understanding of diversity in relation of those likely to attend the CAPI Conference, including disabled access and dietary requirements.

### **Section 3 – Host Committee General Responsibilities**

The Host Committee for CAPI shall be responsible for the following:

- A. Securing a host hotel and making all arrangements for the conference venue no less than 9 months prior to conference. Agreement with hotel to include group rate available 3 days prior and 3 days post conference date.
  - a. Complimentary overnight parking
  - b. Complimentary high-speed internet in guest rooms and in meeting rooms
  - c. Online booking code for easy reservations
  - d. See meeting rooms needs below:
- B. Liaising with the host hotel prior to and during the conference.
- C. Coordinating the provision of all meals required for or otherwise provided as part of the conference.
- D. The Host Committee shall present a preliminary conference schedule to the CAPI Board no less than three (3) months prior to the conference they will host.
- E. Coordinating the conduct of all conference educational content, including providing the CAPI Board all final and detailed conference information a minimum of 30 days (30) days prior to CAPI conference date.
- F. Coordinating the conduct of all conference-sponsored social activities, including providing directions and/or transportation should they occur outside of the conference venue.
- G. Developing and executing a marketing plan, including mailings, to promote the conference.
- H. Developing and maintaining a database of conference attendees and their member organizations (database to include all information entered for

conference registration for each attendee). Database to be presented to the CAPI Board four weeks prior to the conference starting date, and the day prior to the conference starting date for record keeping. Data for any registrations occurring at the conference is to be emailed to [secretary@capride.org](mailto:secretary@capride.org) as soon as possible but not later than 6:00pm on the day registration received.

- I. Establishing a mentorship program for new delegates.
- J. Coordinating the fulfillment of any sponsorship obligations of the Organization.

## **Section 4 – Conference Requirements – Registration and Credentialing**

The Host Committee shall adhere to the following requirements regarding registration and credentialing during the Annual World Conference:

- A. The Host Committee will provide all delegates with a “goodie bag”, which must include local orientation materials. These goodie bags must be assembled prior to the commencement of registration at the conference.
- B. The Host Committee will provide badges to all delegates upon their registration at the conference. At a minimum, these badges must contain: delegate’s first name, last name and member organization name.
- C. Active CAPI members are to receive the lowest registration rate available (this is a benefit of membership). Host Committee to obtain current list of active members from the Secretary.
- D. Non-CAPI members must pay a registration rate that is at least 10% higher than the member rate.
- E. The Host Committee has the option to offer a guest or spouse rate that generally equals the cost of meals that a guest or spouse can participate in.

## **Section 5 – Conference Requirements – Conference Content**

The Host Committee shall adhere to the following requirements regarding conference content before and during the CAPI Conference:

- A. See Section 3, D & E above for content deadlines.
- B. The Host Committee will make every effort to ensure that educational content is facilitated in such a manner as to be relevant to member organizations of varying size and status.
  - a. One track of workshops that deal with best practices, case studies, sharing of documents, sharing marketing materials, etc is required.
- C. The Host Committee is required to administer workshop surveys for each workshop or speaker session. The CAPI board will administer an overall conference survey.

- D. Each conference shall be required to have the following content:
- a. 3 plenary sessions (Friday, Saturday and Sunday; organizers should highly encourage first-time delegates to attend.
  - b. Minimum of 4 and up to 6 parallel workshop sessions (12-30 participants per meeting) and a minimum of 2 to 3 sessions on both Friday and Saturday.
  - c. An orientation session on plenary business procedures prior to the first plenary session. This session is managed by the CAPI Board and will review any proposed changes to By-Laws/ SOP and Election guidelines as well as reviewing the annual report if one is created.

### **Section 6 – Conference Required Meals**

The Conference host is required to provide the following meals- cost of the meals must be covered by host from funds generated from conference registrations fees or sponsorship:

- A. Friday- Breakfast and Lunch
- B. Saturday- Breakfast, Lunch and Dinner Gala
- C. Sunday- Brunch
- D. Optional- snack/breaks on Friday and Saturday, Thursday evening meet and greet social
- E. Host organization is encouraged to seek sponsorship to host required meals, to defer over all cost to host conference budget

### **Section 7 – Conference Funding**

- A- Host Committee is strongly encouraged to start seeking conference sponsorship and in-kind support six to nine months prior to the conference date. Sponsors must be considered to host meal functions, receptions, snack breaks, entertainment, etc.
- B- Host Committees may apply to the CAPI board for up to \$1,000 in support of an AGM based on financial need. Sponsorship by CAPI is considered a last resort and only if the organization demonstrates the financial need.
  - a. Any written request for support is to be accompanied with current financial statements showing all income and expenses and the AGM budget with planned and actual dollar amounts.

### **MEETING ROOM NEEDS & Workshop Structure**

**Day 1**

6:00-7:30pm	Registration, Happy Hour and Meet and Greet	TBD	Flow
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**Day 2**

7:00 am	Registration	TBD	Flow
8:00 am	Breakfast & Welcome	125	Rounds
9:00-9:45am	Concurrent Sessions (4-8)	20-40 each	Classroom
9:55-10:40am	Concurrent Sessions (4-8)	20-40 each	Classroom
10:50-11:35am	Concurrent Sessions (4-8)	20-40 each	Classroom
11:35-12:35	Lunch	125	Rounds
12:45-1:45pm	General Session	125	Rounds
1:50-2:30pm	Concurrent Sessions (4-8)	20-40 each	Classroom
2:45-3:30pm	Concurrent Sessions (4-8)	20-40 each	Classroom
3:30-5:00pm	Free Time		

**Day 3**

8:00 am	Breakfast	125	Rounds
9:00-10:00am	General Session	125	Rounds
10:10-10:55am	Concurrent Sessions (4-8)	20-40 each	Classroom
11:05-11:50am	Concurrent Sessions (4-8)	20-40 each	Classroom
Noon-1:00pm	Lunch	125	Rounds
1:00-1:45pm	Concurrent Sessions (4-8)	20-40 each	Classroom
1:55-2:35pm	Concurrent Sessions (4-8)	20-40 each	Classroom
2:45-3:30pm	Concurrent Sessions (4-8)	20-40 each	Classroom
3:30-5:00pm	Free Time		

**Day 4**

9:00 am	Breakfast	125	Rounds
10:00-noon	General Session	125	Rounds