

Maryland Native Plant Society

Fall Conference Handbook

Maintain records of communication regarding the conference!

- When information was sent to PR
- Communication with speakers and field trip leaders
- Confirming registrants
- Confirming facility contact

Update the Conference Handbook Each Year

Time line

CDay – 360

- Determine location
- Develop local conference committee and volunteer contacts
- Develop theme
- Contact potential speakers and field trip leaders
- Investigate grants and other funding sources

CDay – 60 (at the latest)

Publicity

- Send out an email reminder to members
- Send PR to papers, nature centers, etc
- In Native News ASAP, as a flyer or full-page notice, including a registration form
- Create a general flyer for posting and distributing
- On Web Site ASAP
- Registration brochure with as much detail as possible to be mailed with Native News 45-60 days prior to conference
- Brochure mailed to expired members, as well as multi-packs to our distribution sites.

Speakers

- Confirm attendance
- Prepare abstract for publicity
- Produce secondary handouts on topic
- Confirm address, phone, and email. Submit to Membership for Complimentary membership

Caterers

- Determine caterer
- Determine menu
- Determine time of food delivery

CDay - 30

Registration

- Maintain information on registrants
- Keep in touch about the numbers for catering, field trips, and set up
- Confirmation mailings will be sent upon receipt of the reservations – and include a list of hotels

Publicity

- Include in the monthly email

CDay – 7

Registration

- Create list of pre-registered for registration table
- Create a list of people who have informed us that they will pay at the door
- Include information on who receives complimentary registration

Late Registration

- Check the Post Office Box Friday for last minute registrations.
- Have Registration forms and cash for on-site registrations

Name tags

- They will indicate whether registrants have ordered vegetarian or non-vegetarian lunches and whether they have paid for attending the social.
- Have name tags for speakers and their spouses.

Caterers

Inform them of final number and provide directions for where to deliver food
Request check if payment must be made on the day of the conference

Field trips for Saturday afternoon and for Sunday

Sign up sheets
Maps and/or directions
Plant lists or information

Raffle and Silent Auction

Bidding Forms for items
Sales log
Where and when will they be dropped off.

Conference folders

The folders will contain:

- * Agenda
- * A thank you sheet with thanks to donors and copies of business cards of participating businesses
- * Field trip info
- * Some info about MNPS, including a “teaser” about upcoming events
- * A couple sheets of paper for notes (with MNPS logo)

And if possible include:

- * Speaker handouts
- * List of participants who’ve signed up for the conference

CDay

Have cash on hand at the registration and sales table; have receipts ready to hand out.

For Registration Table have: pens, pencils, markers, tape, stapler, paper

Have several copies of the list of pre-paid registrants and a list of those who will pay at the door.

Set up

Those setting up must arrive before 8:00
Tables for: registration desk; sales; general information; displays
Coffee and tea will be available

Food

Morning snack
Box lunch

The Social

Those setting up must arrive early—perhaps skipping the field trips
Set up Silent Auction

CDay + 7

After the Conference

Write thank you letters to speakers & volunteers
Provide Membership Secretary with speakers’ addresses for Complimentary memberships
Submit all receipts for reimbursement
Write a brief summary for Native News and the archives

Fall Conference Planning Form

Conference Chair: _____ Committee Members: _____

Conference Title: _____

Theme of Conference: _____

Secondary Theme: _____

Date: _____ Time: _____

Place: _____

Fee: Members _____ Nonmembers _____

Lunch included or separate? _____

Friday Social: Time, place, fee _____

Time _____ Fee: _____

Saturday Social: Place _____

Time _____ Fee: _____

Time Frame of Conference

- _____ Registration Set-up
- _____ Registration Opens
- _____ Realistic start time
- _____ Welcome address by President &/or Conference Chair
- _____ Speaker's needs (do not need to be same amount of time)
- _____ Breaks
- _____ Lunch
- _____ Saturday Field Trips
- _____ Social
- _____ Sunday Field Trips

Facility

Will they provide...

- Slide Projector
- LCD projector
- Overhead projector
- TV/VCR
- Microphone
- Lectern
- Tables

If Not Who Will?

- Number needed: Registration ___ food ___ handouts ___ sales ___ silent auction ___ posters/displays ___
- Chairs _____

Funding the Conference

Registration Fees

Must cover food & room rental

Should cover speaker honorarium

Not a requirement to make money, try not to lose too much (\$200 or so)

Conference cost is subsidized by the MNPS general fund

Additional Support

Co-sponsors

Provide funding support (monetary or in-kind) including:

Paying speaker fees

Supplying food (morning, break, lunch, dinner)

Room rental fees (paying or waiving)

Evening Social Costs (rental, food, entertainment)

Friday Evening Social (rental, food, entertainment)

Mailing Costs or man-power

Program Supplies: Program, development & copying, Folders, Pens, Handouts, Notepads, Nametags

Ad or recognition in program

Partners

Speakers' Organizations

Field Trip Sites

Field Trip Leaders

Other non-monetary contributions

Smaller ad and recognition in program

Caterers:

Ad in programs

Optional Activities

Poster Session

Raffle

Silent Auction

Sales (books, gee-gaws)

Registration

Fees

“Early Bird” registrations price discount?

Charge a late registration fee?

Charge an on-site registration surcharge?

As soon as possible start advertising date, place and general theme.

Registration fee should cover majority of expenses, but not be too expensive.

Member/nonmember differential should be enough to encourage membership.

Complementary Registrations must be factored into determining conference cost:

Reg. fee and lunch fee waived for:

- Conference Committee
- Speakers
- Non-board Field Trip leaders

Reg. fee only waived, request to pay just for lunch for:

- Board members assisting with conference
- Board members leading field trips

Social fee waived for:

- Conference Committee
- Speakers
- Entertainers at social

Receiving Registrations

All registrations should be acknowledged soon after being received. Information such as directions and lodging should be provided ASAP. This can be done by email, phone or mail.

Registration log should be maintained by one person, and verified by a second person (Treasurer or Membership)

Checks will be deposited by Treasurer

All Registrations should be forwarded to Membership Chair to verify membership, record new members, and put non-members on our mailing list

Conference Volunteers

[**local members and/or chapter involvement needed]

**** Publicity**

Posting and distributing conference brochures
Send information to local papers

Receiving Registrations

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Compiling Conference Folder

Agenda
Participant List (optional)
Field Trip info & directions
Speaker info (include an article they have written, or related to their topic)
MNPS info
Co-sponsors and partner info
Notepad
Pen
Name tags

**** Parking Volunteers**

Create directional signs for parking
Create directional signs for getting to room (conference & social)

**** Registration Volunteers**

Arrive 8am to set up tables
1 Table for pre-reg
1 table for walk-ins
1 table for sales
1 table for information

**** Food Volunteers**

2-3 tables for drinks & food
Help set up
Replenish food
Light clean up of tables

**** Facility Volunteers**

Audio/visual support
Time keeper
Photograph speakers & presenters
Herd people back into the room at end of break

**** Field Trip Volunteers**

Create sign up sheets for each trip

At least one volunteer per trip to:

Double check registration at site

Record plants seen

Take photos of the group

**** Social Volunteers**

Arrive 5:30 to greet caterers

Set up a greeting table

Table for sales & literature

Set up Silent Auction

Announce start of guest speaker

Help clean up

Maryland Native Plant Society Fall Conference History

Per Lou Aronica: Our first fall conference was in October 1991, the year before we incorporated.

Year	Location	Theme	Chairs
1991	Meadowside Nature Center Montgomery		Barbara Medina, Yvette Ogle, Nancy Ancel, Karyn Molines
1992	Ag. History Farm Park Montgomery	Restoring Their Habitats Beautifying our Yard	Barbara Medina, Kathy McCarthy
1993	Ag History Farm Park Montgomery		Kathy McCarthy, Gordon Brown
1994	Green Briar State Forest Allegheny		Wilbur Rittenhouse, Jil Swearingen
1994	Adkins Arboretum Talbot	Spring Field Meeting	Wilbur Rittenhouse
1995	Soldier's Delight Baltimore	Biodiversity of Barrens Communities	Jil Swearingen, Warren Steiner
1996	Horn Point EE Center Eastern Shore	Ecology of the Mid-Atlantic Coastal Plain	Jil Swearingen, Rod Simmons
1997	Frostburg Garrett	Allegheny Alliances and Communities	Mike Hollins, Lou Aronica
1998	Charles County Comm Coll Charles	Limits of Restoration	Karyn Molines
1999	Mount Saint Mary's College Frederick	New Directions in Land Preservation	Rod Simmons, Lou Aronica
2000	Harford Glen EE Center Harford		Sam Jones, Harford Master Gardeners
2001	Talbot County Historic Soc. Talbot	Shaping Nature	Carol Jelich
2002	Patuxent Wildlife Research Ctr Prince Georges	Communities and Geology of the Fall Line	Rod Simmons, Meghan Tice
2003	National Conservation Training Center (WV)	Blue Ridge & Potomac Valley	Meghan Tice
2004	Calvert Marine Museum Calvert	Connecting Land, Water & The Bay	Karyn Molines, Carolyn Fulton, Lisa Garrett
2005	Oregon Ridge Baltimore	Urban & Suburban Forests	Louisa Thompson, Ann Lundy
2006	USM Shady Grove Montgomery	The Geology-Botany Connection	Linda Keenan, Melanie Choukas-Bradley
2007	Frostburg University Garrett	Climate Change: Global Effects, Local Impacts. Western Maryland's Flora—At Risk?	Karyn Molines, Linda Keenan, Liz McDowell