Planning for a NYSETA conference (by John Stratton 11/05/2010)

1. Approval of Administration of University
2. Approval of ETA
3. 6 Mos. To 1 Year Out – Loan of $ 500 for program planning, deposits, etc. ($500 of seed money is obtained from the NYSETA treasurer (Kathleen Kathleen.Gallagher@ncc.edu). An account can be opened through the host school (usually the school foundation as a separate account-"-NYSETA Conference") or at a local bank.
4. Plan for 40 to 70 paid participants. 100 would be great, but be realistic.
5. Find an appropriate date. Work with ASEE St. Lawrence Section to assure no conflict. If possible schedule at the same or a nearby site, so participants can attend both meetings, as this builds participation by perhaps 10 or so at each meeting.
6. Need to have a hotel nearby with perhaps 30 rooms reserved. Determine if meeting is to be at the college (preferred) or the hotel (emergency) on Thursday. If parking is a problem, you may need a shuttle from the hotel. You might want to plan a shuttle for those flying in.
7. Meals will be covered by registration.
    a. Thursday breakfast (full if possible, as it only costs a little more), plan for a few less than those registered.
    b. Light lunch on Thursday.
    c. Banquet on Thursday night should have most attendees, plus guests who will pay for just the banquet.
8. For the schedule, see a previous conference or work with the Vice President. More attached.
9. At the opening meeting, a greeting by the administration is appropriate. Please announce the sign out time for the hotel and any special instructions for the conference attendees and significant others.
10. Please plan and announce the Friday business meeting.
11. Please plan a meeting of the executive committee for Wednesday evening, fall only.
12. Find a keynote speaker for Thursday morning
13. Find a dinner speaker, either semi-technical or with a focus on the dinner venue or the geographic area is good. No speaker is preferred to a poor one.
14. Send out announcements, using a website with as much information as you can. Use the ETA general list serve, Walt Buchanan's ETD list serve and at least one mailing to the membership. Mailing labels can be obtained by contacting Fred Schoenfeld (Frederick.Schoenfeld@ncc.edu). E-mails can be sent to the general NYSETA listserv at etagen@list.sunyit.edu
15. Plan a budget. Assume that you want to MAKE money, not go into debt. You will need to return the $ 500 to ETA and a little to the scholarship fund. We do not pay speakers. Build in all costs for meals, rooms (we do not pay the college except for setup), AV equipment, mailings and anything else you can think of. Assume that you will have to give away a few meals to some guests. Build a reasonable budget and add 10%. ($ 100 registration and $ 100 hotel for upstate is normal.) (Half price or less should be charged for retirees and guests, but enough to cover at least the Thursday evening banquet.)
16. Participants are invited to tours (one or two on Friday).
17. Displays are planned in advance for vendors. Between $ 100 and $ 200 per table. Should be open by 10 AM and not close until at least 3 PM.
18. It is always better to keep the meals a bit simple, yet elegant.

19.   There is also CETNYS (Council of Engineering Technology in NYS), which is an administrative group. They should have a time for a meeting during the ETA meeting. It could be on Thursday morning, after the interest group meetings on Thursday afternoon, or at 8 AM during the early part of the breakfast on Friday. Do not allow an 8:30 meeting, as ETA needs over an hour for our meeting, such as 8:30 to 9:45, allowing time to start the tour transportation by 10 AM.

Typical Schedule

Wednesday, 6 PM, Executive Committee, fall only.

Thursday
8:30- 10:30   Full Breakfast, buffet only.
9-10:15   Pre-plenary if so desired, frequently on ABET or other topics. Could also be a meeting of CETNYS.
10:00-11:15   Opening and Plenary (keep plenary speaker to 45 minutes)

Then you go into sessions by discipline interest group – electrical/computer/telecom (30?), mechanical/manufacturing/HVAC/automotive (25?), civil/construction (15?)

Each should be an hour, with 15 minutes between. Tell the presenters they have 45 minutes and a few minutes for questions. Assign someone to go to each session to tell them when the 45 minutes is up, or have very good prompt moderators.

Plan lunch during the first 2 or 3 sessions, with each group having one session off for lunch. Make sure that the exhibitors are available through the end of the lunch times.

Example:

Time	Electrical	Mechanical	Civil	Other?
11:30-12:30	ESession 1	MSession 1	CSession1	
12:45-1:45	Lunch	MSession 2	CSession2	
2:00-3:00	ESession 2	Lunch	Lunch	
3:15-4:15	ESession3	MSession 3	CSession 3	
4:15-4:45	Electrical Group	Mechanical Group	Civil Group	

About 4 PM, there should be interest group meetings for a few minutes.
6:00 Happy Hour
6:45 Dinner with speaker

Friday

8:00 Breakfast with meeting, should be prompt. Tell the hotel to have food available at 8:00 buffet style full breakfast. If CETNYS meets, it should be promptly at 8 AM, so the ETA business meeting can start by 8:30 AM promptly.
9:45 Sign out of hotel.
10:00 Tours start