

Summary of Responsibilities Related to ETA Conferences  
Update of Attachment #2 to ETA Executive Committee Minutes from 6/3/88  
Updated 6/99

I. Interest Group Chairs Responsibilities:

- A. Planning for all interest group meetings
- B. Chairing interest group meetings
- C. Communicating with members of their interest group as required

II. Executive Committee Responsibilities:

(These activities will be coordinated by the ETA Vice President)

- A. Hold 2 formal planning meetings per year
  - 1. Spring conference planning will take place at a planning meeting held the Wednesday night before the Fall conference.
  - 2. Fall conference planning will take place at the annual June meeting of the executive committee.
  - 3. Travel and overnight expenses, related to these planning meetings, incurred by members of the executive committee and the conference chair(s) will be borne by the ETA
- B. Provide the following to the next conference host:
  - 1. Copies of the conference reports of the two previous hosts
  - 2. Two sets of ETA mailing labels
  - 3. Front money, when requested
  - 4. A list of interest group chairs
- C. Reviewing plans and providing assistance to the next host institution

III. Host institution and conference chair responsibilities:

- A. Provide the ETA executive committee with the name of the conference chair(s), no later than the executive committee meeting which precedes the conference by one year
- B. Attend the planning meeting immediately preceding the conference, as well as the one immediately following it
- C. Provide the ETA secretary with the names of his institution's liaisons to each interest group, at the executive committee meeting immediately prior to the conference
- D. Submit preliminary conference plans and budgets to the executive committee for their comments and input
- E. Interact with the interest group chairs for the implementation of the interest group meetings
- F. Arrange for all necessary facilities related to the conference, i.e. meeting rooms, special transportation, audiovisual equipment, interpreters and special needs, etc.
- G. Receive payment from conference attendees and pay all bills related to the conference. Any monies left over after payment of all bills reverts back to the ETA, including any front monies
- H. Submit a conference report to the ETA Vice President within 6 weeks after the date of the conference. This report will include a fiscal summary, attendees list, and exhibitors list. A final fiscal report will be submitted by July 1<sup>st</sup> for Spring conferences and January 1<sup>st</sup> for Fall conferences
- I. Mail announcements related to the conference to the entire ETA mailing list. All mailing labels will be provided by the executive committee.
  - 1. 1<sup>st</sup> mailing - 8 weeks prior to the conference; will include the date, location, preliminary interest group activities, hotel details, and cost. **INCLUDE AN EARLY REGISTRATION FORM.** This will be an early warning.
  - 2. 2<sup>nd</sup> mailing - 4 weeks prior to the conference; will include:
    - a. Registration form

- b. Detailed program
  - c. Detailed costs, including the following statement:  
“Conference fee does not include ETA dues, which are payable separately to your institutional representative (\$10.00 per year).”
  - d. Maps (hotel and college), and directions to each
  - e. Special travel information
- J. Arrange for campus parking and post signs where appropriate
- K. Provide a registration package to include:
- 1. Conference schedule
  - 2. Receipt
  - 3. Exhibitors list
  - 4. Meal tickets, if required
  - 5. Maps, including campus and buildings where sessions are to be held, as well as maps to the hotel
  - 6. Name tag
  - 7. Extra information, such as area interests and attractions from the local Chamber of Commerce
  - 8. Pads, pens and folders, so long as the cost is not prohibitive.
- L. Solicit exhibitors and publishers, provide them with necessary power, tables, etc., charging a fee as most recently established by the ETA executive committee. As of 6/99 the fee has been established as \$100, but the Vice President will have the current agreed upon fee.
- M. Establish a conference fee\* to reasonably cover the cost of the following items with no expected loss:
- 1. Meals; Thursday brunch, “coffee breaks” and refreshments, banquets; Friday breakfast.
  - 2. Mailing and printing expenses
  - 3. Necessary conference transportation expenses
  - 4. Approved non-paying banquet guests (as approved by the ETA executive committee)
  - 5. Facility rentals and related costs (audiovisual, public address, etc.). ETA does not pay for the use of rooms on campus
  - 6. Registration package

\*NOTE: A differential in the conference registration fee should be provided to encourage early return of the conference registration form. Early payment may be optional, but early return of the registration form should be encouraged by this fee incentive.

Provision should be made for collection of a fee from those who attend only the banquet.

A differential in the conference registration fee for non-ETA members shall be provided to encourage membership.

## Suggested Conference Schedule

### Guidelines

1. A total of 4 interest group sessions shall be provided.
2. One interest group session should be provided for interest group business or elections or general discussion, conducted by the interest group chair
3. Friday morning shall include a combined breakfast/business meeting
4. Staggered times should be provided to allow each interest group to visit for at least one session.

### Proposed Conference time schedule #1

Thursday: 9:00 - 10:30 Registration  
9:00 - 10:30 Brunch  
10:30 - 11:30 Plenary Session  
11:30 - 4:30 Interest Group Sessions

11:30 - 12:30 Session #1 (business meeting)	11:30 - 1:00 Session #1	11:30 - 1:00 Session #1
12:30 - 1:30 Visit exhibits	1:00 - 2:00 Visit exhibits	1:00 - 2:30 Session #2
1:30 - 3:00 Session #2	2:00 - 3:30 Session #2	2:30 - 3:30 Visit exhibits
3:00 - 4:30 Session #3	3:30 - 4:30 Session #3 (business meeting)	3:30 - 4:30 Session #3 (business meeting)

5:30 - 6:30 Cocktails/social hour

6:30 Banquet

Friday: 8:30 - 10:00 Breakfast/business meeting  
10:00 - 12:00 Tours

### Proposed Conference Schedule #2

Thursday: 9:00 - 10:30 Registration  
9:00 - 11:00 Brunch  
11:30 - 4:45 Interest Group Sessions

11:30 - 1:00 Session #1	11:30 - 12:30 Session #1	11:30 - 12:30 Session #1
1:00 - 2:00 Visit exhibits	12:45 - 2:15 Session #2	12:30 - 1:30 Visit exhibits
2:00 - 3:00 Session #2	2:15 - 3:15 Visit Exhibits	1:30 - 3:00 Session #2
3:15 - 4:45 Session #3	3:15 - 4:45 Session #3	3:15 - 4:45 Session #3

6:00 - 7:00 Cocktails/social hour

7:00 Banquet

Friday: 8:30 - 10:00 Breakfast/business meeting  
10:00 - 12:00 Tours