



North American Youth Exchange Network, Inc.

NAYEN CONFERENCE COMMITTEE

200 W. 34th Avenue, Box 393
Anchorage, AK 99503

NAYEN Conference Site Selection

The following guidelines have been developed to assist any prospective group interested in submitting a proposal for hosting an annual NAYEN Conference.

Minimum Proposal Requirements:

- A. Provide Name of the Hosting Group (District, Multi-District, etc), including e-mail address and telephone number of the contact person and any pertinent information about the Hosting group.
- B. Provide recommended date(s) for hosting the NAYEN Conference.
- C. Submit site location for the event (hotel, conference center, etc.) including all costs and fees for using this location.
- D. Submit hotel accommodation information including room rates at the time of the conference and transportation availability from the airport. Submit copy of the draft hotel contract detailing all costs associated with the requirements as detailed in the "NAYEN Conference Guidelines" for approval by the NAYEN Conference Selection Committee.
- E. Submit list and costs of all audio-visual and electronic equipment.
- F. Provide overview of the area, restaurants, sightseeing opportunities, etc.
- G. Details of any tours or additional events outside of the conference venue being offered to conference attendees.
- H. Provide overview of the conference arrangements that shall include and be in concert with the normal NAYEN Conference Guidelines.
- I. Submit a preliminary budget in accordance with the format as detailed in the NAYEN Conference Guidelines.
- J. Provide any other pertinent information that the Hosting Group deems appropriate for the NAYEN Conference Selection Committee to use in their evaluation to ensure that all minimum requirements outlined in the NAYEN Conference Guidelines are provided.
- K. Host Committee should not sign a contract with the Host Facility (Hotel, Conference Facilities, etc) until such time as the proposed contract has been reviewed and approval

recommended by the NAYEN Conference Committee. NAYEN will not be responsible for any contract signed by the Host Committee without recommended approval by the NAYEN Conference Committee Chair regardless of penalty clauses for cancelation.

- L. For a proposed NAYEN Conference site to be approved, an onsite visit by the NAYEN Conference Committee Chair or authorized representative with the cost for this visit to be included in the proposed budget. Final approval for the proposed conference site will be based a review of the contract provisions, approval of a preliminary budget and a site visit by the NAYEN Conference Chair or authorized representative to ensure the facilities meet NAYEN’S conference requirements.

The NAYEN Board of Directors established the policy for NAYEN and the Host organization to equally share any proceeds generated by the Conference as well as equally share any financial deficits.

The signature of the Host Committee Chair or authorized representative below signifies agreement with the provisions of the NAYEN Conference Site Selection and Conference Guidelines unless exempted by either the NAYEN Conference Chair or the Board of Directors. A signed copy is to be included with the proposal to host a NAYEN Conference.

DATE: _____

Signature of Authorized Representative

Incomplete proposals submitted by a District or Multi-District to host a NAYEN Conference will not be awarded final approval until all required information is provided. All budget information is to be in United States Dollars with Proposals and Reports prepared in English
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NAYEN Conference Guidelines

Conference Purpose:

Every year a NAYEN Conference will be organized for the purpose of meeting to conduct business, to provide both education and a forum for ideas, to establish a networking environment to assist in future exchanges and to resolve issues through consensus.

The NAYEN Conference will normally be scheduled during the month of February to start on a Thursday and ending with a banquet on Saturday evening. Any pre-conference or post-conference tours or activities are not to conflict with pre-conference workshops, plenary sessions or break-out meetings.

Host Committee Requirements:

A. BUDGET:

1. The Conference Host Committee shall submit a preliminary budget to the NAYEN Conference Committee Chair with the proposal to Host a NAYEN Conference. A final budget shall be submitted nine (9) months prior to the start of the Conference to the Conference Committee Chair for approval.
2. The balanced draft budget shall include all anticipated "Revenue" and "Disbursements" for the Conference
3. The budget should include, but not be limited to, the following:

a. Revenue:

- Anticipated number of attendees
- Registration fee shall not exceed \$350.00 per attendee unless approved by the NAYEN Board of Directors.
- Sponsorships (Based on fees set forth by NAYEN).
 - **Bronze \$500.00**
 - Recognition in the Program Booklet
 - Complimentary Display Table
 - **Silver \$1,000.00**
 - One-Quarter Color Page Display Ad in Program Booklet
 - Complimentary Display Table
 - **Gold \$2,000.00**
 - Half Page Color Display Advertisement in Program Booklet
 - Complimentary Display Table
 - Donor Posters Displayed in Conference Area
 -
 - **Platinum \$3,000.00**

- Full Page Color Display Advertisement on Inside Front, or Inside Rear Cover, Back Cover)
- Two (2) Complimentary Display Tables
- Donor Posters Displayed in the Conference Area and Podium Banner (Limited to Three Platinum Sponsors)
- Donations
- Vendor Tables at \$250.00 each
- Miscellaneous Income

b. Expenses:

- Meals – Breakfasts on Friday and Saturday, Lunches on Friday and Saturday, and Saturday night President’s Banquet
- Refreshment bars each morning and afternoon, with coffee, tea, soft drinks, water and snacks
- Costs for Decorating
- Costs for Entertainment for the President’s Banquet and Awards Ceremony is optional
- All Printing, Signage, Brochures, Name Badges, Program Booklet, Basic Office Supplies, Easels
- Audio/Visual Equipment and IT Services (Large Screen, Mircophones, Projector, Internet Connection, etc. in General Assembly Room and Screens, Projectors and Laptop Computers in Break-Out Rooms)
- Travel (Transportation Costs, Lodging and Meals for a maximum of three Dignitaries or Speakers)
- Complimentary Registrations, Lodging and Meals for the Chairs of Europe, Eastern Mediterranean Africa (EEMA) and ABIJ Brazil.

c. Notes:

- The budget **should** disclose the number of complimentary rooms provided by the hotel and any other complimentary items. The minimum is one (1) complimentray room night for each forty (40) room nights
- Financial management for the conference **shall** be accomplished using QuickBooks and the financial standards/definitions/system of NAYEN.
- A Notable Speaker will be selected by NAYEN Conference Committee Program Chair in coordination with Host Committee

B. CONFERENCE SCHEDULE

1. NAYEN Conference Schedule will normally begin on Thursday and end on Suaturday. Estimated times are listed below. The Host Committee may make minor schedule adjustments in coordination with the Conference Chair. Change of sequence must be approved by NAYEN Conference Committee Chair.

a. Thursday – Day One

7:00 AM to 5:00 PM Registration, Gift Exchange, Children’s Book Donation

9:00 AM to 4:00 PM	Pre-Conference Activities and Tours Provided there is no conflict with the Pre-Conference Workshop
9:00 AM to 4:00 PM	Pre-Conference Workshops
4:00 PM to 5:30 PM	NAYEN Board of Directors Meeting
6:00 PM to 8:00 PM	President's Welcoming Reception
8:00 PM to 8:30 PM	Moderator, Presenter, Discussion Leaders Meeting
8:00 PM	Dinner On Own
b. Friday – Day Two	
7:00 AM to 5:00 PM	Registration, Gift Exchange, Children's Book Donation
7:00 AM to 8:00 AM	Breakfast
8:00 AM to 10:00 AM	First Plenary Session (Opening Ceremony)
10:00 AM to 10:30 AM	Break
10:30 AM to 11:15 AM	Concurrent Break-Out Session 1
11:30 AM to 12:15 PM	Concurrent Break-Out Session 2
12:30 PM to 1:30 PM	Lunch
1:30 PM to 2:30 PM	Second Plenary Session
2:30 PM to 3:15 PM	Discussion Group
3:30 PM to 4:00 PM	Break
4:00 PM to 4:30 PM	Reports From Discussion Group
4:30 PM to 5:30 PM	Rotary Around the World
6:00 PM to 7:00 PM	Caiparinha and Mexican Receptions (optional)
7:00 PM	Dinner On Own
c. Saturday – Day Three	
7:00 AM to 5:00 PM	Registration, Gift Exchange, and Children's Book Donations
7:00 AM to 8:00 AM	Breakfast
8:00 AM to 9:30 AM	Third Plenary Session
9:30 AM to 10:00 AM	Break
10:00 AM to 10:45 AM	Concurrent Break-Out Session 3
11:00 AM to 11:45 AM	Concurrent Break-Out Session 4
12:00 PM to 1:00 PM	Lunch
1:00 PM to 1:30 PM	Fourth Plenary Session
1:30 PM to 2:15 PM	Concurrent Break-Out Session 5
2:30 PM to 3:15 PM	Concurrent Break-Out Session 6
3:30 PM to 4:00 PM	Break
4:15 PM to 5:30 PM	Fifth Plenary Session
6:00 PM to 7:00 PM	No-Host Reception
7:00 PM to 12:00 AM	President's Banquet and Awards Ceremony

2. Each NAYEN Conference would normally include the above events.

C. FACILITY REQUIREMENTS:

1. The following items **shall** be provided or addressed by the Host Committee to assure a successful conference. Facilities functions are Host Committee responsibilities with support from the NAYEN Conference Committee Facilities Chair.
 - a. The number of hotel room nights for Wednesday, Thursday, Friday and Saturday must be provided to the NAYEN Conference Committee Chair and must include one (1) complimentary room night for every forty (40) paid room nights.
 - b. Five (5) complimentary rooms for each night of the Conference to be used at the discretion of the NAYEN Conference Chair.
 - c. Provisions should be made for three (3) additional nights before and after the Conference at the same rate cost for conference participants.
 - d. A complimentary Suite will be provided for the NAYEN President.
 - e. Five complimentary registrations to be used by the NAYEN Conference Committee Chair at his/her discretion. – NOTE: See b above)
 - f. Shuttle service between the airport and hotel when possible.
 - g. Signage to assist attendees (reusable when possible).
 - h. Appropriate large Rotary and Host Committee District banners.
 - i. Display of flags of the three (3) countries comprising NAYEN (Canada, Mexico and United States) in the plenary room and banquet room. Also the Rotary International, Rotary Youth Exchange and NAYEN Flags shall be on the stage and at the site of the President's Banquet and Awards Ceremony. (NOTE: NAYEN has the RI, Youth Exchange and NAYEN Flags for use at the Conference.)
 - j. Words of the three (3) National Anthems to be printed in the Program Booklet OR displayed on the screen.
2. Host Hotel
 - a. The number of hotel room nights for Wednesday, Thursday, Friday and Saturday must be provided to the NAYEN Conference Committee Chair and must include one (1) complimentary room night for every forty (40) paid room nights.
 - b. Five (5) complimentary rooms for each night of the Conference to be used at the discretion of the NAYEN Conference Chair.
 - c. Provisions should be made for three (3) additional nights before and after the Conference at the same rate cost for conference participants.
 - d. A complimentary Suite will be provided for the NAYEN President.
 - e. Five complimentary registrations to be used by the NAYEN Conference Committee Chair at his/her discretion. – NOTE: See b above)
 - f. Shuttle service between the airport and hotel when possible.
 - g. Signage to assist attendees (reusable when possible).
 - h. Appropriate large Rotary and Host Committee District banners.
 - i. Display of flags of the three (3) countries comprising NAYEN (Canada, Mexico and United States) in the plenary room and banquet room. Also the Rotary International, Rotary Youth Exchange and NAYEN Flags shall be on the stage and at the site of the President's Banquet and Awards Ceremony. (NOTE: NAYEN has the RI, Youth Exchange and NAYEN Flags for use at the Conference.)
 - j. Words of the three (3) National Anthems to be printed in the Program Booklet OR displayed on the screen.
3. Meeting Rooms
 - a. A meeting room with a computer and printer for the Host Committee Conference staff.
 - b. An area for on-site registration and distribution of attendee packets and identification badges.
 - c. A secure area for gift exchange and Children's book donations.
 - d. Area for Sponsors, vendors and District/Multi-District displays.
 - e. Individual water glasses in all meeting room tables (plenary and concurrent break-out session rooms).
 - f. Minimum of two (2) large breakout rooms for Pre-Conference Workshops on Thursday from 7:30 AM to 5:30 PM. Each room shall seat 30 to 50 people.
 - g. Meeting room for NAYEN Board of Directors meeting on Thursday from 3:00 P.M. until 5:00 P.M. (20 people at a conference table or "U" or "hollow box" shape tables). (estimated time)
 - h. Large room for Speaker/Facilitator/Findings committee training on Thursday from 7:30 P.M. to 8:30 P.M. (estimated time)
 - i. Large plenary room with classroom style seating capacity of 300-350 people from 7:00 A.M. through 5:30 P.M. on both Friday and Saturday.

- j. Five (5) concurrent break-out rooms with seating capacity of fifty (50) people in classroom style arrangement for each Concurrent Break-Out Room from 7:00 A.M. through 5:30 P.M. on Friday and Saturday.
 - k. Primary plenary room and banquet room must have large screen(s) and audio-visual capability.
 - l. All Concurrent Break-out rooms should have screens, easels and PowerPoint projection capability with laptop computers as required by speakers/presenters.
 - m. Plenary room and minimum of two (2) Concurrent Break-out rooms shall have internet capability.
4. Catering
- a. Large room for Thursday on-site “Welcome Reception” with two (2) cash bars and significant hors d’oeuvres from 5:30 P.M. through 7:30 P.M. (estimated time)
 - b. Banquet facility “no-host bar” from 5:30 PM to 6:30 PM and President’s Banquet from 6:30 PM to 11:30 PM on Saturday evening.
 - c. Breakfast and lunch on Friday and Saturday.
 - d. Coffee/Refreshment breaks in the mornings and afternoons on Friday and Saturday.
 - e. No Host Breakfast on Sunday morning for Out-Brief of the Conference. The Host Committee, the Host Committee for the following year and NAYEN Board of Directors are to be invited to attend.
 - f. Appropriate arrangements for optional Brazilian “Caiparinha” and Mexican Receptions on Friday evening. Host Committee is to coordinate with the Brazilian and Mexican contingents and ensure compliance with the hotel policy for serving of alcoholic beverages. Host Committee should be aware of corkage fees for these receptions.

D. PROGRAM and ADMINISTRATIVE NOTES

1. Conference Registration **shall** be accomplished using “REGONLINE” or other service as approved by the Conference Chair in order to facilitate registration for all attendees. Member services functions (registration, etc.) are basically the Host Committee responsibilities with support from the NAYEN Conference Committee Administrative Chair.
2. Promotion and Marketing functions are developed by the NAYEN Conference Committee Marketing Chair in coordination with the Host Committee.
3. Individual or group fundraising shall **not** be permitted at the Conference without the prior approval of NAYEN Conference Chair.
4. Identifiable Sergeants At Arms volunteers to be stationed at appropriate locations throughout the conference.
5. The Opening/Flag Ceremony will be coordinated between NAYEN Conference Chair, NAYEN Program Chair and the Host Committee. Speaker selections will be the responsibility of the NAYEN Conference Chair

6. A limited number of pre or post conference tours or activities are desirable. These should not interfere with the pre-conference or conference schedule and must be in addition to the registration fee.
7. Any involvement by Youth Exchange students must be focused and not include excessive idle time.
8. The NAYEN Assistant Treasurer shall serve as the Conference Treasurer.

E. REPORTS:

1. A detailed financial report shall be received by the NAYEN Conference Chair no later than 45 days after the end of the conference.
2. Conference evaluation reports must be submitted to the NAYEN Conference Chair within thirty (30) days after the end of the conference by the Conference Program Committee Chair(s).
3. Registration data must be transmitted to the NAYEN Conference Chair within fifteen (15) days after the end of the conference. Registration data should include number of delegates, spouses, exchange students, speakers, and complimentary registration. Single day or individual event attendees may be listed but should not be in the final attendee count.