

**CACVSO**  
**Hosting A Training Conference**



## Hosting a Training Conference

These guidelines will assist prospective host counties in preparing to host one of the California Association of County Veterans Service Officers (CACVSO) Training Conference. Host Counties must understand that final contract negotiations will be done by members of the CACVSO Executive Board, Executive Director and the host county.

### Guidelines Checklist

As the potential host county, you have the following responsibilities:

1. Submit a letter of intent to host a conference at least three years in advance; you should include information for the proposed conference venue. If you have questions, please ask a member of the Executive Committee, the Chairman of the Time and Place Committee or the Executive Director. The Executive Committee will evaluate your proposal based on convenience of travel and appropriateness of the proposed venue. Any proposed Venue should be able to accommodate a large group (100- 150 people) for both the education and business portions of the conference and banquet. Accommodations should include the possibility of family members. For a smaller venue, please consult with one of the persons listed above to ensure that your area is a suitable place to host a conference.
2. Submit a formal proposal at least one and a half years in advance of the date of the conference. A contract with the facility will be signed by a CACVSO representative at least one year in advance.
3. The conference should be planned in the May/June or late Sept or Early October time frame. The Winter Legislative Conference is always held in Sacramento in the February time frame.
4. Show that the host county can adequately support the conference by providing folders, note paper, maps and a listing of social activities around the conference site.
5. Hotel should have at least 100 rooms available for reservations and the ability to provide an overflow rooms or hotel site if needed. If the hotel seems accommodating and we have the ability to cancel rooms five days in advance of the meeting it may be wise to block out extra rooms.
6. Negotiate the lowest possible room rates with accommodations planned for early arrivals and late departures. It is standard to negotiate the State of California per diem rate at a minimum. If your venue is unable to quote the sate per diem rate, it is likely not a good candidate to host a conference.
7. Negotiate as part of conference planning for “cost free” meeting rooms, classrooms, vendors display area, internet access (for both conference room facilities and the guest rooms) and the banquet facility. This should also include a suite or other large room to serve as the hospitality room (ability to bring in alcohol and food at no cost). This room should be provided at no cost by the hotel. Also, a suite for the President at no cost or at a single room rate.

8. It is highly desirable that the hotel/convention center offers transportation to appropriate public transportation centers.
9. Ensure that the hotel's restaurant facilities can accommodate a large group in a timely manner, or there are sufficient nearby restaurants. This is especially important during the lunch hour.
10. Ensure the meeting rooms are large enough to accommodate the number of conference attendees (typically 100-150).
11. Ideally, the hotel/conference center has a business center.
12. Ensure a color guard is present for the Opening Ceremony.

**The Time and Place Chair, Education Chair and the Executive Director will finalize all details with the hotel.**

**Some helpful hints:**

1. The proposal: contact members who have previously hosted a conference.
2. Contact local Convention/Tourism Bureau for local information/pamphlets.
3. As a part of the conference materials, provide information on local restaurants and activities that are available to conference attendees and their families during their stay. If possible, include transportation information
4. CACVSO will provide the audio/visual equipment which includes projector, sound system and microphones, (wired and wireless). CACVSO brings our own sound system equipment which includes projector and microphones, (wired and wireless).
5. Training committee sets up the sound system on Sunday evening to ensure everything works for Monday. Maintains system during conference. Tears system down after the last session on Thursday.
6. Regarding the banquet: It is ideal to have a no-host bar set up for beer/wine/cocktails. Realize that most venues liquor licenses do not allow outside beverages to be brought in to the banquet, so the association needs to emphasize this to the members.
7. Propose possible restaurants for an association night dinner on Thursday evening if needed (20-30 people).
8. Get the financial agreement I place early and make sure that the Association credit card in on file with the hotel.
9. Is there a general liability insurance requirement for the Association at the hosting facility? If so, amount and wording of the document.
10. Determine when the final billing will be done. Hopefully at the last day of the conference.