AKCCOP HOST FACT SHEET

Do you and/pr your local occupational professionals' organization have questions concerning what it takes to be a host site for the Association of Kansas Community College Occupational Professionals Conference? Following are some of the most frequently asked questions and answers. If you have other questions, please contact any of the Executive Board Members.

♦ **How does a college get to be a host site?** When the local occupational professionals decide they would like to host a conference, they must clear it with the president of their college. The president then needs to issue a written invitation stating the year the college would like to host the conference. This invitation must be sent to the current president of AKCCOP. If more than one invitation is received for a given year, the first one received will be accepted as host site for the noted year. The other college(s) will be given the opportunity to host the following year(s). the host college will then issue the invitation to AKCCOP members at the AKCCOP Conference the year **prior** to when they will be the host site. This is done in the format of a skit presented by the host college on Friday of the conference.

♦ **Who sets the dates of the conferences?** The host site does this. The conferences are held in either late March or early April. Consideration should be given to holidays (e.g. Easter, Passover), spring breaks, other activities already scheduled for the host college. Although it is not unheard of to have late spring snowstorms, they are not as common as earlier in March. As soon as dates have been set, the host site needs to reserve the needed facilities at their campus.

♦ **Who pays for meals, speakers, supplies, etc.?** Registration fees will be sent directly from the colleges to the host school. These fees should cover the majority of expenses related to the conference.

♦ **How many attendees should we plan for?** Make general plans for 150 participants. The numbers can be readjusted as reservations come in. set a deadline for registrations approximately 5-6 weeks prior to the conference. Registrations received after the deadline will cost $10 more per registrant (which goes to the host college). This has cut down considerably on last minute registrations which were getting to be quite a problem at one time. It was very difficult to make finalized plans with registrations being received as late as the day before the conference.

♦ **What if our expenses exceed the registration fees?** The host site is responsible for any expenses which exceed the registration fees. The host occupational professionals' organization may need to have fundraisers throughout the year to earn extra money for the conference. **However,** hopefully with the recent increase in registration fees, the need for extra funds should be very minimal (if any). Also, if the budget for the conference **is less than the amount received in registration fees,** the host site may keep the difference.