

## **Conference Program Development Policy and Procedure**

The Colorado Association of School Business Officials conference programs must be developed in a manner that provides the membership with professional development opportunities that are current with professional needs of school business officials representing the many disciplines of school business, i.e. Business/Financial Services, Food Services, Maintenance and Operations, Planning and Development, Purchasing, Risk Management and Transportation Services. Conference planning should commence nine (9) to twelve (12) months in advance of the conference meeting dates

### **Key Components of the Program**

#### **Conference Theme**

Select a theme for the conference. Conference themes are generated by what is happening in the industry. For example, Labor Shortages, Violence in Schools, Rising Costs of Health Care, have been successful conference themes. Conference themes may be submitted by any member of the board however, the facilitation of the Annual Conference programming is the responsibility of the Vice President.

#### **Keynote Speaker.**

Select a “Keynote Speaker” with a topic that is appropriate with the theme of the conference. Conference themes can also be selected by the topic of which the Keynote Speaker presents,

#### **Program Breakout Sessions:**

Determine the number of sessions needed to address the needs of the school business official. Many disciplines in school business share common problems and concerns. Traditionally programming has provided between 10-12 breakout sessions per day depending upon the topics and a general session each day. It also includes, breakfast, lunch, and break refreshments. The annual conference includes a vendor show and a Casino night or other evening activities. The fall conference includes a theme dinner with evening entertainment optional.

#### **Program Breakout Presenters**

Breakout session presenters should be practicing school business professionals who are considered to be knowledgeable on the topic that they are presenting. Depending upon

the topic and presentation the board may allow non-school business professionals including vendors to be presenters as long as the presentation is fact specific and not a sales presentation.

Breakout session presentations can be generated in several ways:

- The Association can issue a “Call for Presentations”
- A Board member can ask individuals to be presenters
- Individual presenters can request to present on a specific topic.

All presenters must be paid registrants at the conference. An exception can be made if the presenter cannot attend the conference and intends to be present only for their breakout session or panel discussion.

### **Presenters Compensation**

Individuals presenting breakout sessions are considered to be volunteers and no compensation is given. However, as a gratuity for their time and effort CASBO does recognize presenters by providing them with a gift or a gift certificate.

- The Board shall determine the gift or gift certificate annually
- Practicing and retired school business officials who present one session(or more) or serve on a panel discussion shall receive(1) gift or gift certificate valued at \$25. Practicing and retired school business officials who present more than one session or serve on a more than one panel discussion group or combination of the two shall receive(1) gift or gift certificate valued at \$50.
- Vendor representatives who present breakout sessions or serve on a panel discussion shall receive a maximum of(1) gift or gift certificate valued at \$25(regardless of the number of sessions presented)
- The Board reserves the right not to issue gifts or gifts certificates

Original Adoption Date: March 31, 2001

Revised: February 16, 2007