

Host Site Guidelines

The Illinois Academic Advising Association (ILACADA) regularly solicits colleges and universities to serve as host sites or as sponsors for webinars, drive in workshops, and annual conferences. This information will assist hosting/sponsoring institutions in the approval, hosting, and follow up processes.

Benefits of hosting an ILACADA-sponsored event:

- Topics can be specific to participants' area
- Time away from campus is minimized
- Transportation and lodging costs are minimized or eliminated
- Collaboration with colleagues in participants' region is enhanced
- Registration costs are eliminated or minimized
- Opportunities for professional development in leadership are available through planning and development committees

General criteria for hosting an ILACADA-sponsored event:

These general guidelines are common to all types of ILACADA events. Specific details and event specific guidelines are addressed within each section of this guide.

- The administration of the host institution must approve of the event being held on that campus
- The institution must have adequate facilities/support for the anticipated event (meeting space, parking, food service, technology, publicity, volunteers, etc.)
- The primary organizer on-site must be an active ILACADA member
- The date of the event must be approved by the ILACADA Executive Board, and must not conflict with the annual ILACADA conference
- A budget must be submitted in advance of the event and approved by the ILACADA Executive Board (see budget template)
- Following the event, a summary report must be submitted to the ILACADA Professional Development Committee

General Approval Process:

This is the general process for gaining ILACADA sponsorship. Event specific details are included below.

- A proposal to host or sponsor an event is submitted to the ILACADA Professional Development Committee Chair (details about the proposal are listed with each event type below)
- Host/Sponsoring Institutions may request financial support for events other than the NACADA webinars. Requests for financial support must be included with the budget (submitted as part of the proposal). Expenses ILACADA may support include speakers, publicity, and materials. ILACADA will not financially support the cost of facilities, meals or refreshments, or giveaways.
- The ILACADA Executive Board has final authority over approval decisions regarding sponsorship of events
- The proposal must be submitted early enough to give the ILACADA Executive Board a reasonable amount of time to consider and approve the details of the event.

Hosting a NACADA Webinar

Serving as a host site for an ILACADA-sponsored NACADA webinar is a cost effective way to boost professional development. Webinars allow advisors to engage with colleagues from nearby institutions while staying current with the latest advising topics as presented by NACADA experts.

ILACADA purchases the site licenses for several schools per webinar made available by NACADA. The webinar topics are posted on the ILACADA listserv early in the fall and spring semesters, along with a solicitation for host institutions.

Those interested in hosting should submit a proposal to the ILACADA Professional Development Chair which includes the following:

- Name of the school to broadcast the webinar
- Area schools invited to participate
- Site facilitator (person who is making the arrangements for facilities, technology, post webinar discussion, and marketing)
- Verification of appropriate technology availability (must be ready to participate in an Adobe Connect meeting)
- Arrangements for the post-webinar discussion. Suggestions include:
 - Speaker or panel
 - Small group
 - Facilitated discussion with local expert
- A budget is NOT required in the proposal to host a webinar. ILACADA purchases the license for the webinar, and attendance is free of charge for participants. Expenses for food, facilities, speakers, or giveaways are optional and will be the responsibility of the host site.

Once selected as a host site, the site facilitator will work with ILACADA to create an RSVP website, publicity materials/plan, and the plan for the post webinar discussion.

A summary report must be submitted to the ILACADA Professional Development Committee Chair within 30 days of the event. The report will include the following information:

- Examples of publicity materials
- A description of the post webinar discussion (format, guest speakers, any expenses incurred)
- List of participants with contact information
- Organizers' evaluation of the event

Hosting a Drive-In Workshop

In keeping with ILACADA's mission of providing quality professional development opportunities for academic advisors in Illinois, day-long drive in workshops are frequently sponsored at no cost to our members. Proposals for such workshops are always welcome.

The most successful workshops are those with topics that are broadly applicable and timely; those in which two or more institutions have collaborated in the planning and execution of the event; and those in which a diverse range of participants attended and saw benefit in the topics covered. The drive in workshops occur primarily in the fall to avoid conflict with the ILACADA annual conference.

To submit a proposal to host a drive in workshop, submit the following information to the Professional Development Committee Chair:

- Name and location of host site
- Planning committees, their members and institutions (to the extent they are known at the time of proposal)
- Workshop topic
- Proposed schedule for the workshop
- Proposed budget (see template)
- Proposed speakers

ILACADA will:

- Coordinate registration
- Assist with marketing through ILACADA and NACADA listservs, ILACADA website
- Assist with planning details as requested by the event's planning committee
- Assist with creation of workshop booklet/schedule

Collegial support and in-kind donations are appreciated, but ILACADA does not seek financial support from host institutions. In-kind donations sought include the use of facilities at no charge, assistance with food charges, technology support, padfolios, bags, pens, notepads, etc.

A summary report must be submitted to the ILACADA Professional Development Committee Chair within 30 days of the event. The report will include the following information:

- A complete budget (see template)
- Examples of publicity materials
- An agenda or schedule of the event
- List of participants with contact information
- Summary of participants' evaluations of the event
- Organizers' evaluation of the event

Hosting an Annual ILACADA Conference

The annual ILACADA conference is the organization's largest professional development event, drawing between 200-350 people, depending upon location. The goal is to appeal to the broadest range of Illinois academic advisors possible. While a centralized location is preferable, the host institution is selected with the accessibility of the location in mind. Further, the host institution must have adequate facilities for the size of the event, as well as access to transportation, parking, lodging, dining, and technology services. Finally, the ideal site will be able to create a planning committee comprised of representatives from area schools in a spirit of collaboration and inclusiveness.

Members of the ILACADA Executive Board work closely with host institution(s) to ensure that conference site is selected on the basis of location, facilities and the Conference Chair's experience and ability to put together an effective team of organizers for an event of this scope and magnitude. While ILACADA appreciates a show of administrative support for all events, financial support will not be expected or assumed.

To submit a proposal to host the annual ILACADA conference, send the following information to the Professional Development Committee Chair at least 18 months in advance of the desired conference date:

- Name of host site and location
- Potential planning committee members and contact information (identify which are ILACADA members, and who has conference planning experience, if any)
- Overview of facilities, including estimate of rental fees
- Documentation of support from administration

Once selected as a host site, the institution's Conference Planning Committee will be finalized. The Conference Planning Committee is an extension of the ILACADA Executive Board.

Throughout the conference planning process, the executive board has oversight and final authority over the conference. The following ILACADA Executive Board positions are standing Conference Planning Committee members, and will be on the committee regardless of the selection of host institution:

- President
- Professional Development Chair
- Membership/Elections Chair
- Communications Chair
- Webmaster
- One At-Large member

The Conference Planning Committee is comprised of the following positions and functions:

- **Committee Chair (or co-chairs)** – responsible for delegation and communication among the subcommittees and the ILACADA Executive Board. While on the Conference Planning Committee, the Chair will attend ILACADA Executive Board meetings and provide updates as requested. The chair or co-chair must be a representative from the host institution as well as a member of ILACADA. The chair must be able to

communicate effectively with the administration of the host institution, with subcommittees, and with the ILACADA executive board.

- **Program subcommittee**- responsible for the conference program, schedule, selecting presenters, organizing speakers
- **Social subcommittee** – responsible for location, entertainment, transportation and menu for the social. A separate line item in the budget is usually reserved for the social, which is this subcommittee’s responsibility.
- **Logistics subcommittee** – responsible for facilities, technology, signage, parking, transportation, menus
- **Registration subcommittee** – works with Membership Chair to manage conference registration, payment, name badges, conference day check-in, on-site registration
- **Volunteer subcommittee** – responsible for recruiting and managing the use of volunteers on the day of the conference
- **Promotions subcommittee** – responsible for the selection and gathering of promotional items to be distributed at check-in, at the social, via drawings, or as giveaways
- **Communications subcommittee** – works closely with the ILACADA Communications Chair and the Webmaster to develop theme, logo, marketing materials, social media promotions, as well as print materials used day of the conference.

Expectations of Conference Planning Committee members:

- attend all planning meetings
- register for, pay for, and attend the conference
- refrain from entering to win drawings intended for conference guests
- organize and host a post-conference meeting the day after the conference (details below). Planning Committee members for the following year’s conference should be invited to this meeting.

Agenda for the post conference meeting includes final attendance, evaluations, “best of” selections, names of drawing winners, committee reports, outstanding issues that need to be addressed. Adjustments or suggestions for the following year’s conference will be noted at this time as well.

A summary report must be submitted to the ILACADA Professional Development Committee Chair within 60 days of the event. The report will include the following information:

- A complete budget (see template)
- Examples of publicity materials
- An agenda or schedule of the event
- List of participants with contact information
- Summary of participants’ evaluations of the event
- Organizers’ evaluation of the event