

ARCHIVE OF CSAP DISCUSSION LIST BY TOPIC

CONVENTION ISSUES

Topic: **Convention Question – Speaker Compensation**

Date Originated: April 25, 2005

Originator: Mary Gray, KSHA President

Original Message:

Kentucky's Convention committee needs a written policy about speaker compensation at our annual convention. What is your association's policy? Our current policy is: We don't pay for 1.5 hour sessions unless presented by an invited speaker. We pay \$300 per 3.0 hour sessions to the primary presenter only. We pay honorarium, travel, lodging and per diem for invited speakers. BUT we end up with too many exceptions/special circumstances and after-the-fact adjustments. Thanks for any help you can give. And for your patience--I know we've asked this question before. See you in Minneapolis.

Responses:

- a. In NY this has also been a sore point. We do not pay anything to our members, or NYS residents who are in the profession. Invited speakers (not members) get an honorarium, travel, lodging, per diem & we waive the registration fee. Everyone else pays registration. We only do 1 invited speaker per program committee. Sheila H. Bernstein
- b. Ohio does not pay four miniseminar speakers (1-1/2 hour sessions) unless they are invited. We do pay honorarium, travel, lodging, and food for our invited Double Miniseminar and Short Course (invited) speakers. The honorarium is not set as each speaker fee is negotiated. Many of our in-state speakers do not charge us an honorarium. For these, we usually give free registration for our next conference (and pay lodging, etc). Yes, as with your convention, we do have many exceptions/special circumstances each year. We feel this is just part of the package. Nancy Bailey, Executive Director, Ohio Speech-Language-Hearing Association
- c. FROM NEBRASKA: Guidelines for Reimbursement of Convention Presenters, Revised: February 1, 1985

MAJOR PRESENTER:

In-State

Registration Fee: one-half for member

Panel Participant: one-half for member

Poster Session: one-half for member

MAJOR PRESENTER: INVITED PRESENTATIONS

Mileage:

by car -- State of Nebraska mileage allowance criteria from home to convention site and return by plane

by Plane--Coach fare from home airport to airport nearest convention site and return.

Members providing transportation for guest speakers will be eligible for reimbursement as authorized by the Board of Directors; e.g. transportation to/from nearest airport and/or convention site.

Lodging and Meals: All expenses except phone reimbursed

Honorarium: As determined by agreement of the Convention Committee

An Expense Reimbursement Form must be completed for ALL reimbursements.

Speakers with Products to sell Policy:

By submitting a paper for the NSLHA Convention, you agree to the following:

*All authors participating in the presentation must register as exhibitors for the convention.

*Author must present in the time slot and format assigned by the program committee.

*Permission has been granted by program presenters for audiotaping and for official association photographs.

*All authors must disclose to participants (prior to the presentation) any proprietary interest in any product, instrument, device, service, or materials discussed in a presentation as well as the source of compensation related to the presentation.

*Authors may NOT promote, take orders for, or sell products, services, or materials before, during, or after their presentations.

*All program presenters are expected to follow accepted procedures to protect human subjects and confidentiality.

*All presenters will follow the guidelines for crediting authorship for research presentations as outlined in the Publication Manual of the American Psychological Association.

*Presenters are responsible for obtaining written permission from copyright holders for the duplication of previously published materials distributed as handouts at any session.

*NSLHA's inclusion of any presentation does not imply endorsement of course content, specific products or clinical procedures (this was taken from ASHA Policy) Thanks, Angie

- d. In Texas, we do not pay for members to present unless their session is solicited. We waive registration fees for short course speakers (they are instate and been invited). Short courses are 3 hours. This year, for the first time, we provided a \$100 stipend to any advanced level courses that the program committee solicited. We needed advanced programming and this was a way to get them -- and it worked. We typically have four major speakers -- the keynote (first session) and then one major speaker each of the three days. Typically, the speaker (except keynote) talk for 6 hours. We pay their honorarium (b/t \$1000 - \$2500--

whatever they negotiate) as well as travel, incidentals, and meals. Lynn Flahive, Texas President

- e. In South Dakota, we have the same difficulty. Our standard rate is \$700 for a 6 hour presentation by an invited speaker. We do not pay speakers who are members of our state association but offer them room and meals. However, this year, we had 2 speakers that we had to pay more to get them to speak. We pay honorarium, travel, lodging, and meals for our invited speakers - but, we make exceptions also. I think that is necessary in order to get "in demand" speakers. Hope this helps! Anne Crosswait-Degen, MS CCC-SLP, 2005 SDSLHA President
- f. Mary, attached is the Speaker Policy we adopted for CSHA. Hope this helps. Lisa O'Conner (attachments sent directly to Mary).
- g. In Missouri, we pay invited convention speakers an honorarium and expenses as negotiated by the convention coordinator. Expenses may include: lodging, meals, transportation, parking, and printing of handouts.

We use the following guidelines for reimbursement:

Length of Sessions	Fee
5-7 hours	\$600-\$1000
3-4 hours	\$500-\$650

This structure allows for flexibility during negotiations with potential speakers. Occasionally I will negotiate outside of these parameters, but the guideline as served the association well. Most speakers understand and empathize with state associations hosting conventions on shoestring budgets and are willing to enter into an agreement at a lesser rate than they might charge a for-profit organization. We actually had a speaker at our convention this year who insisted on charging us well below the minimum for a day-long presentation because she sincerely felt an obligation to share information with other professionals. As a rule, we book speakers for a minimum of 3 hours, with an average speaking engagement of 5-6 hours total, typically in the form of two presentations. We have a written agreement that all invited speakers sign once we negotiate the arrangement. I would be happy to share it with you. Gina L. Shelley, M.A., CCC-SLP, Convention Coordinator, Missouri Speech-Language-Hearing Association

- h. I'm not aware of any written policy that we have. When we approach a presenter we let them know that our typical honorarium is \$75 per hour, however, this is flexible depending on the speaker. We also attempt to recognize that this honorarium is low however we are a state convention that runs on limited funding. If the speaker is invited, we generally cover their travel and lodging expenses. We do not pay speakers who submitted a "Call for Papers" and we asked that our members who present either donate their money or present for free. The other sentence that struck me was "BUT we end up with too many exceptions/special circumstances and after-the-fact adjustments". When we approach the speaker, the topic and subject content as well as requested honorarium is discussed up front. Once things are finalized the honorarium and terms do not change because we submit the final information to D. Lawrence Planners within 1-2 months (July - August) and then the speaker signs a contract the next month (September). This finalizes the conditions. Our convention

volunteers are coached on how to "haggle" and are aware that we need to conserve and stretch our money. I think that this makes a BIG difference and eliminates us unnecessarily over paying for one speaker vs. another. Nancy J. Patterson, President, NJSHA

Topic: Performance Evaluation for Convention Coordinator

Date Originated: July 2, 2005

Originator: Melissa Passe, President, Missouri

Original Message:

I am wondering if anyone has a performance evaluation form that they use for their convention coordinator? We are in the process of making one and I thought it would be nice to see any others that were out there? Thanks so much in advance! Melissa in Missouri

Responses:

- a. Our 2 convention co-chairs are members appointed by the President-Elect & we don't do anything formal to evaluate them. Sheila H. Bernstein, President, NYSSLHA
- b. NJ does not have an evaluation form for our convention coordinators. Nancy Patterson
Immediate Past President, NJSHA
- c. Louisiana does not have one. Would be interested in seeing one. Kerri Phillips, SLP.D., CCC-SLP
- d. Hello Melissa, You are asking if any of us uses 'a performance evaluation form for their convention coordinator'. Describe to me please if you are referring to a 'paid' conference coordinator vs. a volunteer. In Michigan we have a Program Chair (volunteer) for our conference which is an elected position. This individual performs many of the tasks which some other states likely pay a person for (e.g., negotiating hotel arrangements, meeting rooms, food costs, charges for AV, etc. etc.). We also have our office staff (paid) who help with registration, etc. We have no form which we use for evaluation purposes of the roles of these specific jobs. I would be most interested in knowing how other states analyze the success of their conferences--by attendance? by net profit? by input from evaluations of conference by attendees? I am particularly interested in learning about how various states run their conferences, and what they have tried which has worked and has not. Perhaps this is revisiting old information but if there are some others interested in working with me on collecting some information perhaps we could put this together for all. Liz Stevens, President-MSHA
- e. Colorado doesn't have a conference planner, let alone an evaluation for such a person J!
I'm am interested in knowing if any state that has a small State Association office has a written performance evaluation for the office manager. If so, could you send it to me by mid-August? Thanks! Kathy Boada, President, Colorado Speech-Language Hearing Association

- f. Kathy, You bring up an interesting question regarding evaluations of not just conference planners but of any and all paid employees. This was my original question to Melissa re what she was asking for (see below) which I thought I had sent but apparently it was misdirected. Clearly we need to have some way to objectively evaluate any/all services rendered. We (in Michigan) have maintained our own office, staff, and equipment (e.g. computers, copier, etc) since the association's inception in the '30's---so we have a long history. One thing I do know is that w/ a constant change of elected officers the only continuity often is through the staff. That is why when there is no objective measure/criteria set for evaluation, we run the risk of just moving along (in whatever way management/office staff is comfortable with). Enough said. I look forward to hearing if anyone has a routine procedure/form for evaluation. Liz Stevens, MI.
- g. You've summed up the situation nicely. I have the task of evaluating our office manager this August and she was surprised when I asked for a copy of the tool that was used. She told me that there was never a form completed. She simply met with the President & Past-President, discussed her performance that year, and then a raise was given. I too am concerned with the lack of continuity. I also can only judge this year's performance in a vacuum - not based upon any history or goals. I also believe that giving a person in a position a formal performance review lets them know how much their position is valued and how they are expected to contribute to their position and the organization (through annual growth/development goals). If no-one has a tool, I will develop one and share. Thanks! Kathy Boada, CSHA (Colorado)
- h. Arizona does not have one. Amy Heck, M.A., CCC-SLP, President
- i. Boy, there is a lot to discuss regarding this topic. Personally, I think it is too much for one discussion over email. This might be a good topic for the fall CSAP conference. Maybe a roundtable discussion. Just a thought. In NJ, we have a paid convention planner who is hired by our professional management firm. We receive an evaluation form from our professional management firm at the end of each fiscal year (June for us) and rating the convention planners is among those services that we rate. Nancy Patterson, Immediate Past President, NJSHA
- j. Kathy, we have a contract with an individual whose title is "Administrative Director." Based on the terms outlined in the contract we designed a performance evaluation. We also ask that individual to do a self-evaluation. Attached is the letter I used when asking for the Administrative Director to do a self-evaluation. The categories of responsibilities reviewed are listed in that letter. We also seek input from selected committee and board members who have worked closely with that person. The President then receives and reviews this input and provides a narrative performance evaluation document. That document is then shared with the employee and reviewed in a face to face meeting with him or her. Hope this helps. Lisa O'Connor
- k. Nancy, I agree! Tennessee has a Management Evaluation form that we used recently and found that it did not deliver adequate and specific feedback to meet our needs and those of our management firm. Our EC met recently and decided to develop a new evaluation instrument specific to the expected operating procedures set forth in the contract. I do think that sharing these and other ideas

at CSAP would be helpful. Have a good weekend! Terri Philpot, TAASLP Past President

Topic: **Problem Convention Exhibitors**

Date Originated: July 14, 2005

Originator: Sandi Grether, OhioSLHA President

Original Message: I would like to propose a new discussion and I am willing to collate the information for sharing later. In Ohio, our convention, since we moved it centrally to Columbus, brings in over 1000 attendees and over 70 exhibitors. As we have increased the number of exhibitors over the years, we have ultimately created a few headaches. We would like to ask if other states have had similar experiences to ours? First of all, our exhibitors are first contacted and signed up through our Business office. But then at our convention, those in the business office are working registration so the bulk of the contact with the exhibitors is through our Convention chairs and Exhibit Committee chairs. We have had some very verbally abusive exhibitors, because what they envisioned from their conversations with the business office is not in alignment with what they see when they arrive or, some have tried to manipulate the situation by claiming that they have made special arrangements or they don't like there location and feel they have the right to change, or they thought there space was larger. Our inexperienced exhibit chairs are put into an awkward position and really don't know how to handle this situation. We have been privileged in the past few years, that our Director of Educational and Scientific Affairs was able to handle the situation and then when she stepped down as director she spent the last year trying out a position we called Exhibit Coordinator. This year she is one of the Convention Co-chairs because their part of the state is hosting the convention. Next year we are unsure what to do, because we cannot continue to count on one person to carry the burden. We have come up with a few ideas which follow:

1. We have decided first of all that abusive exhibitors should NOT be invited back to the convention. Their names should be noted and we should not send them an invitation to participate. They are not worth the income we bring in. (Though this is a hard statement to write.)
2. We know that no matter what we do it will work for some and not for others and someone will not be happy.
3. To problem solve this we have thought of having our Director of Ed.Sci. assign two 2 year Exhibits chairs apart from the convention committee that would work directly with our business office to contact and work with exhibitors. It would be a staggered position in that someone new would be coming in to work with and be mentored by the current Exhibits chair. There could also then be an Exhibits chair from the host city who will work with the overall chair.

We are really not sure whether this will work or not, so I am appealing to the CSAP group to possibly give us some guidance on what you do, and if you have something similar, does it work or not work? We are especially interested in hearing from our neighbors in Kentucky and Indiana who have similar size conventions. Thanks for any input you can give.

Responses:

- a. In NJ we employ a convention planner who takes care of the exhibits. In fact it is in her contract that if she exceeds a certain number of exhibitors, she retains a small portion of the fee. The planner then handles any headaches that may appear. Our exhibitors also sign contracts specifying exactly what they are paying for and where they will be located in our exhibit area before they get to convention. That eliminates a lot of the hassle from 'troublesome' exhibitors. Nancy Patterson. NJSHA Immediate Past President
- b. In Arizona we have an exhibit coordinator that takes care of all interactions with the exhibitors. Last convention we tried something new and sent a map of the facility in the exhibit packet. The map had all of the exhibit spaces labeled and we had each exhibitor submit their top 6 requests with their application. It was much easier to assign people and we only had 1 complaint when they came to set up. It was in regards to one exhibitor not wanting to be next to their "competition" We were able to add an additional table and took care of the situation. Having the exhibit coordinator helps allow the program chairs to take care of all other convention issues. Amy Heck
- c. It does indeed cast a shadow on an otherwise successful event when exhibitors are unhappy. In Missouri, we do our best to help exhibitors understand what they can expect for their registration fee prior to their arrival at the convention. All exhibitors understand that we do not assign booth space until the last few days of the convention. This gives us flexibility to make changes if necessary. While we, too, have experienced the wrath of discontented vendors, we've been fairly successful in minimizing these situations by implementing the following golden rules:
 1. Exhibitors should have a consistent source for questions, concerns and information.
 2. Exhibitors must understand what they can expect upon arrival at the convention. MSHA provides information on our website and via Central Office. Also, I contact each exhibitor personally to welcome them and to serve as a resource.
 3. Exhibitors must feel important. We assign 2 of our convention team members to the exhibit hall. This facilitates communication and is a visual demonstration of our commitment to them. Board members and convention team members make an effort to personally thank the vendors for participating in our event.
 4. Exhibitor evaluations are a valuable tool. We use the evaluations to help us determine what they perceive to be working and, more importantly, how we can modify our operations to respond to their concerns. They need to know that they are being heard. We make an effort to let vendors know that we are continuing to make adjustments based on their feedback.This year, I plan to roll out a "MSHA Convention Exhibitors Council." This council will consist of a handful of exhibitors. The function of this council will be to a) share results of the exhibitor evaluations from our convention in April and b) to seek their opinions on a number of issues ranging from increasing traffic in

the exhibit hall to exhibit hall hours. I am looking forward to hearing from other states on this issue. Gina L. Shelley, M.A., CCC-SLP

- d. Here's a copy of the letter sent to prospective exhibitors early in convention planning.

Note we spell out all conditions and give contact info. (I've omitted the names here). Hope it helps. Sheila H. Bernstein (request attachment from Central Office)

Topic: Convention Handouts

Date Originated: August 10, 2005

Originator: Debbie Arnold, South Carolina

Original Message:

SCSHA needs the following information concerning distribution of handouts at convention. Any input would be appreciated.

Do you provide hard copy handouts for all sessions?

Do you provide hard copy handouts for only invited/named presenters?

Do you require presenters to provide copies of their own handouts?

Do you post handouts to the website for printing prior to the convention?

Do you limit the presenter to a maximum number of pages.

Responses:

- a. Do you provide hard copy handouts for all sessions? No.
Do you provide hard copy handouts for only invited/named presenters? Yes.
Do you require presenters to provide copies of their own handouts? If presenters (other than invited speakers) wish to distribute handouts, they must do so at their own expense.
Do you post handouts to the website for printing prior to the convention? We have offered this option in the past, but surprisingly, few presenters have taken us up on it.
Do you limit the presenter to a maximum number of pages. We limit the number of pages for invited speakers so that we can better manage our costs. We generally limit the number to 25 pages per handout.
Gina Shelley, Missouri
- b. In Florida we are moving toward putting all handouts on disk. We had a sponsor this last year to underwrite the cost of doing that – and it was very well accepted.
Robert C. Fifer, Ph.D.
- a. In IN we bind all speaker handouts and give them to participants at registration. We are just considering posting them on the website after the convention with permission of the speakers.
Speakers have a deadline to provide a limited number of pages which become part of the bound session book and must bring their own for their attendees if they

- miss the deadline (though we still end up doing a lot of copying onsite!) Kay Olges, M.A.T., CCC-SLP, ISHA President
- d. In Georgia, we put ALL handouts on CD. If the speakers' don't make the deadline, then, they need to make their own copies of handouts. Jody B. Rosen, APR, Executive Director, Georgia Speech-Language-Hearing Association
 - e. NY: We have tired the CD, most speakers did not submit handouts by the deadline & it was very expensive. We speakers must furnish their own handouts. We can no longer afford to pay for printing costs for invited speakers so they have to bring them too. We post handouts on the website, after the convention. Sheila H. Bernstein
 - f. We have only invited speakers at our sessions. Hardcopies of handouts are provided to attendees in each session. Attendees do not get handouts from the other sessions. We do not post the handouts on our website. We do not have a maximum number of pages. We do not require the presenters to provide their own handouts. Vernice Jury CT
 - g. Do you provide hard copy handouts for all sessions? **IF THE SPEAKERS PROVIDE THEM**
 Do you provide hard copy handouts for only invited/named presenters? **YES**
 Do you require presenters to provide copies of their own handouts? **NO**
 Do you post handouts to the website for printing prior to the convention? **NO**
 Do you limit the presenter to a maximum number of pages. **GENERALLY 30 (WE PRINT THEM BACK TO BACK).** Kathy Boada
 - h. Do you provide hard copy handouts for all sessions? **YES**
 Do you provide hard copy handouts for only invited/named presenters? **NO**
 Do you require presenters to provide copies of their own handouts? **NO**
 Do you post handouts to the website for printing prior to the convention? **NO, BUT SOME SESSIONS DO RUN OUT OF HANDOUTS SO WE POST THEM TO THE SITE IMMEDIATELY AFTER CONVENTION.**
 Do you limit the presenter to a maximum number of pages. **NO**
 Amy Heck, M.A., CCC-SLP, President, Arizona Speech-Language-Hearing Association
 - i. Do you provide hard copy handouts for all sessions? (no)
 Do you provide hard copy handouts for only invited/named presenters?(Will copy up to 25 pages double-sided for invited speakers or those speaking for 3 or more hours) all other speakers provide their own.
 Do you require presenters to provide copies of their own handouts? see above
 Do you post handouts to the website for printing prior to the convention? No we have been discussing this option.
 Do you limit the presenter to a maximum number of pages. Yes 25 pages double sided. Patty Banas, President Elect, Washington
 - j. We just recently had a three state combined conference and we provided NO hard handouts for any of the sessions. We did have some negative comments about the handouts, but not so much that we will stop the practice. We had the handouts posted 2 weeks ahead of time and left them up for one month following on a website specifically for the conference. It worked out great! Vicki Simonsmeier, MS, CCC-SLP/Aud, Utah

- k. In NJ, we do provide hard copy handouts to the attendees for the sessions they attend. We sell a CD with all the handouts from convention for those who are interested. We limit presenters to 8 pages for a half day session and 16 pages for a full day session. The CD contains all of a handout if the presenter provided it within the required timeline. We do not post our handouts on our web but we are considering that in the future. Hope this helped. Nancy Patterson, Immediate Past President, NJSHA

Topic: Conference Speakers

Date Originated: September 26, 2005

Originator: Vicki Simonsmeier, 1st Pres. Elect – Utah

Original Message:

Our state is planning our next conference and has a few questions on honorariums. We have settled on a rate for our main speakers. How do other states handle speakers who are members of the state organization and present either a 1/2 or 1/4 at the conference. For instance, in Utah we have 3 universities with speakers we can ask from those universities as well as many professionals working in schools or hospitals, and in the past these individuals have been not been paid. We are wondering what best practice is in this regard, and how other states are handling it. Thank you in advance for your responses.

Responses:

- a. Vicki - I am not sure what you mean when you say "1/2 or 1/4 at the conference". I am attaching our policies for you to look at. Let me know if you have other questions. Patty Banas, Washington
- b. Vicki, CSAP uses a speaker reimbursement policy that was adapted from the one we use here in California. Whereas I do not have the CSHA document on my hard drive, I can provide you with a copy of the CSAP document that pretty much follows what CSHA does. Hope this is helpful. Lisa O'Connor
- c. In Georgia, we have five universities with programs and frequently have members from those faculties speak at our conventions. The rule here is that anyone in state who presents at our convention is not paid. Bob Hull, President Elect
- d. As a general rule, Missouri does not provide honorariums for speakers who are members of MSHA. However, if we identify a specific topic that we wish to include in the program or if the presenter is speaking for more than three hours, we will make an exception to this rule. Gina L. Shelley, M.A., CCC-SLP, Convention Coordinator
- e. Great timing for this question! At Saturday's Executive Council Meeting we voted to waive the registration fee and pay for one night of hotel plus travel (mileage) for ISHA members. Previously they were paid the standard speaker fee but paid the registration fee. They will no longer be paid the speaker fee. Kay Olges, M.A.T., CCC-SLP, ISHA (IN) President

- f. In the past, Florida would give a "comp" night in the hotel or registration. Then we got away from that for whatever reason. We recently had conversations to start doing that again as a way to promote in-state invited speakers to present. We do not do anything for submitted papers that are accepted. Robert C. Fifer, Ph.D.
- g. In Washington we offer \$300 to our invited speakers but this is also negotiable. We also pay for hotel and travel. Our presenters who present for 3 or more hours get free registration but no honorarium. All other speakers pay registration. This year we have had 3 of our invited speakers waive their speaking fee completely. We feel very fortunate. I would encourage other states to respond to his question, as these are really important issues I think we are dealing with. I have asked Cheryl Russell to address this during her CSAP presentation on conventions. Patty Banas, President Elect, Washington
- h. CONVENTION SPEAKERS & CONVENTION COORDINATOR: We comp registration for the convention committee chairs and co-chairs, invited speakers, student members who present research sessions at the convention, and VP and VP Elect for the Division of Educational development, which is the hugest job we have. Our convention draws about 2000 people to Chicago in February. We pay one night hotel, duplicating costs, travel costs and a per diem for invited speakers. Submitted speakers get a ribbon to wear on their badge, that's about it. We hire a convention coordinator to take some of the load off the Vice President of Educational Development. We comp hotel suites for the president, VP for Education Development, Executive Director, and Past-President. The VP for Educational Development is a three-year commitment: one year as VP-Elect, one year as VP, and then another year as VP but you have a VP-Elect to help. Christy Strole, Illinois
- i. In Wyoming we usually offer to waive the conference fee and/or hotel rooms for member speakers. We pay an honorarium, flight and expenses for our out of state speakers. Mary S. McCarty
- j. In Colorado we pay the Keynote (i.e. invited) speakers that a fee and also pay their transportation and hotel (if from out of state). Most other speakers at our convention are selected from a call for papers. We do not pay them an honorarium, but instead waive the registration fee for that day of the convention. The board members get a break on the cost of the convention: they pay cost (a perk of board membership and work). Most years we have waived the registration fee entirely for the VP of Education as they worked so hard in putting everything together. Kathy Boada
- k. In Wyoming we usually offer to waive the conference fee and/or hotel rooms for member speakers. We pay an honorarium, flight and expenses for our out of state speakers. Mary S. McCarty, MS, CCC-SLP

Topic: VP for Conventions

Date Originated: September 26, 2005

Originator: Terri Philpot Flynn, Past President, Tennessee

Original Message:

While we are throwing around discussion about Conventions....let me pose a question. Tennessee currently has a VP Convention officer that serves for two years. We would like to change our structure to perhaps provide a VP Convention "Elect" or a specific "long range planning" committee/chair/VP ??? whatever!! We would like to hear from any other states doing "four to five years out" planning, as to HOW to structure this!

Responses:

- a. Our Pres Elect is the convention chairman. Just part of the job. Makes working with them as President much easier because they have been there and done that....as far as convention planning goes. Byron McCain, CAE, Executive Director
- b. On behalf of Texas, and having been that VP, I can tell you that we try to "groom" folks for this VP b/c it takes lot. We've had folks elected to this VP without any convention experience and that proved to be "not so good." We have nine strand/topic areas. Typically, a few people doing this are good and interested in continuing. So.. they then become Program Committee Chair. And... then go onto be the Councilor for Convention (working directly with the VP). This person then typically runs for the VP. We do two year terms with an additional "observer year." As you can see, this means the person has been mentored and directly involved in convention for at least three years b/c being elected VP and assuming the overall responsibility. Lynn Flahive, Texas Past President
- c. In Florida, we have a VP for convention who is the convention chair. We also have a series of subcommittee chairs that serve as "grooming" stations for them to learn what is needed and move up toward election of VP some day. Robert C. Fifer, Ph.D.

Topic: Silent Auction Proceeds

Date Originated: October 11, 2005

Originator: Amy Heck, President, Arizona

Original Message:

Hello everyone. In Arizona, we have a silent auction during our convention. In the past, the association has kept ½ of the proceeds and then we have donated the other ½ to another organization such as the boys and girls clubs, etc. Recently our accountant has asked why we do this because he feels that we should keep that money and earmark it for association needs such as lobbying.

I am curious as to if other states do this type of thing and what your thoughts are in regards to the money made from the event. Thanks!

Responses:

- a. FLASHA has a silent auction during our convention that typically is designated for the Foundation. Robert C. Fifer, Ph.D.
- b. Our proceeds from the silent auction go to our Foundation. Kathy Boada, President, Colorado Speech-Language Hearing Association
- c. In Pennsylvania, the board decides how auction funds will be utilized each year - generally based on specific needs or special initiatives of the organization. This is publicized in the convention program and posted and announced at the auction so participants know where the money is going. One year it was used to set up a student fund to support NSSLHA groups who wanted to come to the annual convention. Last year (and some previous years) proceeds went to our PAC. Again, participants are informed of the targeted fund prior to the auction. Our membership really seems to enjoy this event (And we have the benefit of a member who is also a professional auctioneer so ours are not so "silent!") Shari Robertson
- d. In Missouri we use the proceeds from our silent auction go into our student scholarship fund. We use that money to sponsor students to convention. It is a self-sufficient fund at this point. Melissa S. Passe
- e. In Georgia we hold a silent auction and either designate our Jack Bes Fund which is used for student scholarships or for the association. Bob Hull, President Elect
- f. In Maine, the students hold a 50/50 raffle...the proceeds go toward covering their expenses to attend conferences. Amy Bragg
- g. In Wyoming the proceeds go to the association unless donors specify that the proceeds go to the University college scholarship fund. Mary S. McCarty
- h. We do not designate where the silent auction funds go in South Dakota. We may use them for scholarships or Board member travel when necessary. Anne Crosswait-Degen
- i. In Texas our PAC has hosted both silent and 'loud' auctions at Convention for our legislative fund. There is a possibility that our Foundation may sponsor a silent auction as a fund raiser this coming convention. Lynda Barbee
- j. Connecticut does not hold a silent auction. Vernice Jury
- k. In Michigan for the first time this past year we held a silent auction at our annual March conference, the proceeds of which went back to the association to defray costs for funding scholarships, etc. We solicited contributions from various retailers as well as donating items ourselves. For example, Sandy Glista, our president-elect offered bushels of tomatoes which she grows herself (to be harvested and delivered in the summer). The auction was very successful.
In addition, we have annually almost routinely at our conference held a 50-50 raffle with the proceeds going toward our PAC. Liz Stevens, MSHA-Pres.

Topic: CEUs

Date Originated: March 14, 2006

Originator: Amy Heck, Arizona President

Original Message:

Do you offer both ASHA and AAA CEU's for the Audiology portion of your annual conventions? Thanks!

Responses:

- a. Currently we each have our own conferences so, no, we only offer ASHA CEUs. We did make a suggestion to co-locate our fall conferences and hold joint offerings, but CAA did not respond. Kathy Boada, Past President, Colorado Speech-Language Hearing Association
- b. Indiana offers both. Mary Jo Germani
- c. Yes we do. Byron McCain, CAE, Executive Director
- d. In Oklahoma – we have always offered ASHA CEU's. We have not offered AAA CEUs but are considering that option for this year's conference in September 2006. Mona Ryan
- e. Yes. Daniel J. Gyoerkoe, Executive Director, New York State Speech Language Hearing Association
- f. Both ASHA and AAA, Joan Marttila President, Iowa Speech Language Hearing Association
- g. In Utah we offer both. Vicki Simonsmeier, MS, CCC-SLP/Aud
- h. Yes, the Missouri Speech-Language-Hearing Association offers both ASHA and AAA CEUs at our annual convention. Gina L. Shelley, M.A., CCC-SLP, Convention Coordinator, Missouri Speech-Language-Hearing Association
- i. I think we just offer ASHA CEU's. jclancy@mcttelecom.com
- j. Yes, both types of CEUs are offered to the participants at the Iowa convention. Sandy Bennett
- k. WI offers both AAA and ASHA CEU's for our small aud conferences and our annual convention. Kathy Erdman
- l. NCSHLA offers the following CEUs at our annual conventions: ASHA, AAA, DPI, HADBF. Thanks. AJ
- m. I believe that we do in NJ. Nancy Patterson, Immediate Past President
- n. CT does not offer AAA CEUs. I have been told by some providers that the process to become an approved provider is difficult and time consuming. Our board has not considered going through the process. Vernice Jury President CT Speech-Language-Hearing Association
- o. We offer only ASHA CEU's but are considering them for AAA. Patty Banas, WSHA
- p. CE question: Yes, we will be offering both. LJ Taugher, Association Manager, Minnesota Speech-Language-Hearing Association
- q. We have not in Texas. Lynda Barbee
- r. This is the first year that PSHA will be offering both CEUs. Glen Tellis

Topic: **Convention Fees**

Date Originated: March 16, 2006

Originator: Norma Hogan

Original Message:

The Kentucky Speech-Language-Hearing Association is in discussion to raise our convention fees, and would like to know what other state associations charge. Thanks so much.

Responses:

- a. Arkansas just raised the fee last year to \$125. This includes the convention and two ticketed items (i.e. wine/cheese reception and a boxed lunch). We offer 10 - 12 CEUs. Our convention is over a two 1/2 day period. Carol Fleming, ArkSHA Past President
- b. I think the price was \$195 a day with a \$50 reduction if you registered for both days. Sandy Bennett
- c. Florida's convention rates start at \$260.00 for early bird members and range to a high of \$385 on-site (for members). Non-members start at \$370 for early bird and \$385 for on-site. And student members are \$50 early bird and \$60 on-site. Student non-members are \$75 early bird and \$90 on-site. The student charges are to cover a portion of the cost of the food for group meals, breakfast, breaks, and reception. Robert C. Fifer, Ph.D.
- d. Indiana:

Members	100 (125)
Nonmemb	175 (200)
Student memb	27
Student nonmemb	30
Life memb	35

These are the pre-reg prices. () = on site registration fee.
Mary Jo Germani.
- e. Our fees in Ohio are \$150.00 for members, preregistration, \$175.00 after the deadline. Students are \$35.00 (\$45.00 after deadline). Nonmembers pay \$230.00 (\$255.00). We also have various levels for consumers/parents and allied professionals. This is a two-day conference with a potential of 1.8 ASHA CEUs. We have short courses scheduled and ticketed but no additional fees are charged. We also include 2 continental breakfasts and the first 500 who request it are eligible to attend the Honors Luncheon (no additional fee charged).
We just had a very successful conference last week with approximately 1,100 preregistered! I am not sure of our final count, but we may have reached an all time high of 1200 attendees. We had 14 Short Courses and 64 Miniseminars. There were also 3 preconvention workshops held on Thursday prior to the convention which had an additional charge of either \$10 (90 minute) or \$20 (3 hour) (Students were free for all of these.). This year we

also added a computer lab with sessions offered across both days. We also had 67 exhibitors (and a waiting list for any who cancelled at the last minute!). We were at the Hilton Easton Hotel in Columbus which is central to the state. It was an awesome two and a half days! Sandi Grether, President, 2005-2006

- f. Norma – our convention is two days long. Our fees for 2006 are as follows:
WSHA Convention Fees:

	2Day	1Day
Member	220	140
NonMember	295	215
Student Member	70	45
Student Nonmember	90	65
SLPA Member	90	65
SLPA Nonmember	110	85
Patty		

- g. Our Convention registration fee is \$125 and includes all sessions, receptions, etc. except short courses and the Foundation dinner/luncheon, Lynda, Texas Speech-Language-Hearing Association
- h. The Missouri Speech-Language-Hearing Association sponsors Day Institute sessions which are held on the first day of convention dates and may be registered for separately from convention sessions. MSHA offers rates for:

- Convention Only
- Convention and Day Institute
- Day Institute Only

Convention registration includes:

- Two and ½ days of convention sessions (This year we offer 66 seminar sessions; 50 poster sessions)
- Friday evening social with silent auction and a quesadilla bar
- Popcorn and beverage break
- Two continental breakfasts
- President’s luncheon-featuring Chicken Romano and Chocolate Seduction Cake (yum!)
- Quest for the Cup Competition (Eight universities are competing this year.)

Registration Categories	Early Reg	Late Reg
CONVENTION ONLY (does <u>not</u> include Day Institute)		
MSHA Member	\$135	\$175
Other State SLH Assoc. Member (Provide verification of current membership.)	\$135	\$175
Non-Member	\$210	\$240
Student MSHA Member	\$70	\$110
Student Non-Member	\$95	\$135
CONVENTION <u>AND</u> DAY INSTITUTE		

MSHA Member	\$190	\$215
Other State SLH Assoc. Member (Provide verification of current membership.)	\$190	\$215
Non-Member	\$265	\$285
Student Member	\$110	\$150
Student Non-Member	\$135	\$175
DAY INSTITUTE ONLY (.7 CEUs)		
MSHA Member	\$135	\$175
Other State SLH Assoc. Member (Provide verification of current membership.)	\$135	\$175
Non-Member	\$210	\$240
Student Member	\$70	\$110
Student Non-Member	\$95	\$135

Gina L. Shelley, M.A., CCC-SLP, Convention Coordinator, Missouri Speech-Language-Hearing Association

- i. Minnesota is \$80. Mary Garrison
- j. Our dues are currently \$85; however, we will also soon be in discussion re: raising ours too. A couple of yrs ago, I calculated expenses at ~\$130 per regular member. We have made up the difference with successful conventions, but that's not always reliable. We switched for (c) 3 to (c) 6 last year, so our cash reserves are with the (c) 3, adding more challenges. I'm thinking that we'll have to do an increase, probably over 2 years, \$10/yr to \$105. Kathy Erdman, MS, CCC-SLP
- k. In Arizona we have the following fees:
 \$175 member 2 day
 \$125 member 1 day
 \$260 non-member 2 day
 \$150 non-member 1 day
 \$165 group
 \$25 late fee 15 days prior to convention.

Our convention is has been around 350-450 the past two years. We are expecting the same for 06. I am interested to see what other states are charging so that I know if we are in the right range. **Amy Heck, M.A., CCC-SLP**, President, Arizona Speech-Language-Hearing Association

- l. In Arkansas, our fee was raised last year to \$125 for a meeting that begins with an evening session, has an all-day session of invited speakers, and a half-day session of presentations by members who submit proposals. The \$125 also includes a box lunch and drink tickets to a wine and cheese reception. Prior to these additions, our fee had been \$100 with an extra charge for a luncheon, which had come to be poorly attended. We moved presentation of the awards from the luncheon to the reception, which was, I think, better attended. Suzanne Miltich

- m. Sorry for the delay! Here's what we've done in Colorado (please note that we have gone to a 3 year cycle – one convention every 3 years with single day, single topic conferences on the off years): 2004 for the two day conf. it was 179.00 to 200.00.
In 2005 for the one day conf it was 90.00 to 114.00. Kathy Boada

Topic: Convention Fees

Date Originated: May 26, 2006

Originator: Patty Banas

Original Message:

We are currently looking at considering changes in what board members and convention committee members pay when attending our yearly convention. These attendees are so involved in other things that they rarely get a chance to attend much. I am interested in knowing what if any kind of break you offer to these folks in your associations. I know we had a list serve discussion on honorariums but this is a bit different.

Thanks for your input. I will be gathering the responses to the list serve discussion I started a few weeks ago about directory guidelines. I will send those out when collated.

Responses:

- a. Here in Georgia, the President and the Convention Chair get a full registration remission. However, every other OC and EC member pays full registration costs. Many of these members, are as you indicated heavily involved during the convention. Bob Hull, GSHA President Elect
- b. Currently, our 2 co-chairs receive free registration and rooms at convention. The president is given free registration (unless s/he wants to earn CEUs) and gets a large suite that's sometimes used for small gatherings or appreciation receptions. The rms, I believe, are usually complimentary with our lg hotel contracts. We also provide rooms for our pd staff, also complimentary with the contracts.

As president, I have NO time to attend any sessions, so believe it's justified not to pay registration--I donate a portion of the registration fee to pay for student registration (given free with volunteer time) in lieu of paying registration. We will be asking various Board and Committee members/chairs to do more volunteer work at our registration and other areas to eliminate paying for staff time at our next convention. We'll especially ask this of the co-chairs who are given free registration. We may consider giving an adjustment in registration fees for these folks who will be giving up part of their time to earn CEUs. Kathy Erdman, MS, CCC-SLP, Wisconsin

- c. North Dakota Speech-Language-Hearing Association waives the conference registration for the Committee Chairs/Board members. Linda Hoff, Executive Secretary, NDSHLA

- d. Our policy is that no one gets free registration. The President and Convention Chair do get lodging. Mary Friehe, Ph.D., CCC-S, Chair
- e. Alabama, Everyone pays the full rate regardless of involvement. Byron McCain, CAE, Executive Director
- f. Executive Board members and Convention Planning Team members in Missouri attend the annual convention at half of the member rate. EB and CPT members volunteer an average of 6 hours while at the convention.
An exception is made for the Convention Co-chairs of whom convention fees are waived. They are waived because the demands on their time result in few (if any) CEUs. Gina L. Shelley, M.A., CCC-SLP, Convention Coordinator, Missouri Speech-Language-Hearing Association
- g. FLASHA offers executive board members one complementary registration at either convention or conference. In most years, we have a spring convention and typically a fall conference. We used to also have a winter conference but have pretty well done away with that. Also, one hotel night will be paid by the association for each day of meeting that they are required to attend. Exceptions to that last part are the President and VP for Convention at the spring convention and the VP for Continuing Education at the fall conference. They have the entire hotel stay complementary at the respective meetings. Robert C. Fifer, Ph.D.

Topic: Convention Coordinator Position

Date Originated: January 5, 2007

Originator: Chana Edwards, Missouri

Original Message:

Greetings, CSAPers! The Missouri Speech-Language-Hearing Association is now looking to revamp the role of convention coordinator but we need your help! Please tell me any information you can about your convention experiences. Who plans your convention? Do they get paid or is it a volunteer position? What are their duties? Answers to these and any other info you can share would be GREATLY appreciated! I hope you all had a wonderful holiday season and I wish you the happiest new year ever!

Responses:

- a. Here in Georgia, we combine efforts. As the paid executive director (and association management/meeting planning company), I work with the convention chair and committee to organize all aspects of convention. The committee is mostly responsible for selecting the speakers and developing the agenda. My role is to handle the site contract negotiations, food and beverage, rooming accommodations, speaker contracting, registration (both pre- and on-site), designing all convention collateral (Incl the convention intranet web site, brochures, and programs). I also organize the AV contracting, exhibitors, and any off-site events. My role is also to keep the convention committee on budget.

- New this year, I became the ASHA CE Administrator, so this convention year, I will also be coordinating the CEUs. Jody Rosen, APR, Executive Director
- b. Hi Chana, In New Mexico we have a VP of Convention who plans/sets up the convention. This is a volunteer position on the executive board. The duties include: contracting location (in our case it's with the Marriott Hotel); making and confirming all presenters; providing our administrative assistant with all presenter handouts for each presentation for printing; and keeping the entire executive board informed. This person also recruits a VP of Convention for the following year. If at all possible we encourage that this position be shared with a co-vp. It's a big job as we had close to 400 convention attendees last Oct. There are some perks--our VP stays at the Marriott during the entire convention in a suite free of charge; has the opportunity to host several evening gatherings with presenters and/or board members at NMSHA's expense; etc. The budget for convention has been around \$40,000. Hope this helps. Toni Trujillo, NMSHA President
 - c. In Massachusetts, we have volunteer convention chairs. Having done the role myself, you need to have at least 2 people heading up the effort. This year will be the first year that we have 2 wonderful volunteers who stepped forward and were elected to a 2 year term. The chairs oversee all aspects of the planning process, from booking speakers, the venue, negotiating contracts, and handling the flow of events at the Convention. Ideally there should be a committee, but it doesn't always work out that way. It is definitely a volunteer position, because we also use our office staff for back up (handling registrations, printing badges and prepping packets. We also usually pay for the chairs to stay at the venue hotel and we recently passed a motion that anyone who runs a conference doesn't pay to attend. The person who was chairing with me helped to develop a master task list so that we always have a way to track our progress and make sure we cover all the bases. We have also found that sometimes running a one-day conference (3 tracks- pedi slp, adult slp and audiology) is less time consuming to plan, less expensive and more lucrative. Hope that helps. Suzanne M. Harris, MS CCC-SLP
 - d. Greetings from Maryland! Our Association Manager does a lot of the work planning the convention. She visits facilities, makes recommendations to the Executive Board, and does all of the clerical work involved, such as creating the brochure, name badges, check processing, contact with vendors, etc. The only people that can commit to contacts with hotels are either the EB or the Association Manager. We do not allow volunteers to select the facility or the dates. The volunteer committee of approximately 10 people is responsible for getting the speakers, planning for volunteers, selecting the giveaways, and working with student volunteers. They receive free registration to the convention for their work, but only if they work all year on the committee.
 - e. South Carolina has a convention chair which is a volunteer position. We also have a convention co-chair who assumes the position of convention chair the following year. There is also a committee to assist (again, volunteer) Responsibilities of the chair are to plan the presentations, coordinate with presenters, plan the schedule of the presentations, plan "fun" events, etc. Pretty much anything that happens during the convention is planned by the chair and

- convention committee. Our management company handles all dealing with the hotel (meeting space, hotel rooms, food for all events, AV, etc). The convention chair works very closely with the management company. The chair is also a non-voting member of the executive board and attends all board meetings and reports to the board re: convention planning. The exec board also helps as an advisory board in planning of presentations and events. Celeste Blackmon, President, SCSHA
- f. Our management association manages our conventions as far as logistics go (securing locations, contract negotiating, dealing with vendors, organizing the program, keepin all of us in line etc). Our convention chair is a VP position on our executive board. And this is a volunteer position. Linda Hu, PSHA
 - g. Wyoming typically has the president-elect spearhead the convention for the year. A “home-town team” is selected from SLP and Aud volunteers from the home town the convention will be held in – their primary duties are to help with securing donations from the community for the silent auction and raffles that will be held AND to work with the Chamber of Commerce to secure maps, event information, hotels, etc. to make the convention stay a pleasant one. We are too small of an organization to pay anyone who serves on our executive board. We are strictly volunteers but have an administrative secretary who serves directly under the President and is paid to help with everything from convention brochures to our annual membership directory. Hope this helps! Lynda D. Coyle, M.S., CCC-SLP

Topic: **CEU Tracking**

Date Originated: May 29, 2007

Originator: Monique S. Kaye, New Jersey

Original Message:

NJ is looking for a good CEU tracking system for our state convention. The prices range from high to low and we wanted to know if anyone was pleased with the performance of the system that may have purchased. Thanks.

Responses:

- a. WSHA does not use any software program. Thanks, Tempe Murphy

Topic: Practices for Exhibitors

Date Originated: September 23, 2007

Originator: Patty Banas, WSHA Past President

Original Message:

Dear colleagues – I am interested in finding out what practices you have around various types of exhibitors at your state conventions. Do any of you give a break to non profit organizations that are not selling anything, but are just providing information? If you do give a break, how much is it, and what is the criteria you use to determine who pays full price and who doesn't? Have you had any problems with these practices? Thank you for your input.

Responses:

- a. Laura from Arkansas. We do give a break to non-profits, basically charge them only what the booth space costs us. The criteria...not sure we have anything written down, but university programs, NSSHLA groups, state agencies are about the only ones that ask as non-profit. No problems with this, just don't make money off them.
- b. Nebraska exhibitor booths at 6 ft table, clothed and electricity available for \$275 (I increased it \$25 this year). Non-profit groups get \$100 discount. We only get between 11 and 14 exhibitors total. Please share other responses. Thanks, Angie Carman
- c. In Minnesota, we provide a 50% discount to 501(c)3 qualifying exhibitors (MUST have that tax status) on a 1st come 1st served basis with a right to limit the number of these discounted booths. No problems encountered, to my knowledge. Leslie Glaze, MSHA Past President (2006)
- d. I am coordinating South Carolina's fall workshop (a much smaller version of our spring convention) and we let non-profits provide information and just pay for the rental of the table at the facility (approximately \$25.00). Diane Yenerall of Craven Management could probably give you more information on this as they are SC's management company (as well as CSAP's) and she typically handles these things for us. Leigh Ann Spell, SCSHA President Elect
- e. The Oklahoma Speech-Language and Hearing Association does provide a price break for non-profit organizations that are not selling anything. We do not charge them for the table. The criterion includes any organization that does not provide a product such as student groups, University training programs, or other organizations such as the Tinnitus Association. We have not experienced difficulty as of yet. Eva Saffer
- f. Don't know if this is helpful, but one of our other client's charges 1/2 price to non-profits to exhibit at their conference. Regards, April (WSHA)

Topic: Conference Speaker

Date Originated: November 9, 2008

Originator: Suzie Rosser, Mississippi

Original Message:

Looking for a SLP speaker specializing in maintaining cognitive function in Alzheimer's patients. Any suggestions?

- a. I listened to Michelle Bourgeois on this topic years ago and thought she was great! Christiane, WSHA
- b. Have you tried Mark Ylvisaker? He came to Montana a few years ago and has some excellent research based programming. Laura Jo McKamey
- c. Hi Robert, who do I need to contact to let someone with CSAP know that someone from NM will be attending in place of the NMSHA President, Toni Trujillo. The person adding is Kristin Maruska- VP of Governmental Affairs, Schools. Thanks!

Topic: Charges for Vendors at Convention

Date Originated: January 14, 2009

Originator: Christiane Dechert, Past-President, Wyoming Speech-Language-Hearing Association

Original Message:

Could you tell me what your state association charges for a vendor table at your state conventions and approximately how many people attend the convention - to put the fee into perspective? In Wyoming we have been charging \$400 a table and there are only a few vendors who make the trip. Our conventions are attended by 120-150 people. Any information you could give me would be appreciated!

Responses:

- a. In Arkansas we have 500 attendees and we charge \$350. Randy Martinsen
- b. North Carolina charges \$285 for our Fall Conference (120 + attendees) and \$450 for our Spring Convention (700+ attendees). Thanks. AJ, NCSHLA, www.ncshla.org
- c. West Virginia charges \$400.00 per table and often provides free tables for speaker sponsors. Our attendance at convention is between 450-550.
- d. During my 2 year term 06-08 we priced the first table at \$250.00 and then less for the second. Our Board rotates regions.. From the North (Reno) to the South (Vegas) so I'm not sure what they are charging this year. However, it's not been very successful in getting vendor's to pay due to the low numbers in attendance. We average approx. 100-125 no matter what region the conference is held in. Very few attend from the alternating regions. I think in this economy we are going to see even a decrease in vendor's willing to come to smaller state conferences. Lyn, Immediate past president (Nevada)

- e. I am attaching our latest pricing for our upcoming convention. We usually have approximate 40-50 vendors depending on our space. There are approximately 400-450 attendees at the convention. Many times that depends on the location of the convention. When it is in Atlanta, there are usually more attendees. We try to rotate every other year. Hope this helps. Good luck! Ruth Stonestreet, Ph.D., CCC-SLP
- f. In Kentucky, we have about 1500 attending our annual convention. Vendors pay \$525/booth. Some companies have more than one booth. For example, Super Duper uses 6 booths. We charge \$200 for non-profit organizations. If there are small companies that have trouble coming up with the \$525, we give them a break on the fee, usually by charging them \$200 with the understanding that they will donate a number of items to the silent auction. Hope that helps. Lonnie G. Harris, Ph.D., CCC/SLP, KSHA President-Elect
- g. Missouri's exhibitor registration form is attached for complete information. However, the fee is \$450. We typically have 1,000+ attendees. Theresa Zamagias, Account Manager (contact CSAP Office for attachment).
- h. Suzie Rosser in ms here. We charge \$450 per exhibit space & have 800-1000 attendees.
- i. We charge \$100.00 per table. Attendance - about 75 to 100. We do not have a large turnout for state convention so we keep our fee low. Deirdre, DC Speech and Hearing
- j. This was the registration for 2006 when I was responsible for the conference in Oklahoma. The amounts for the sponsorship for the breakfast etc are very low but it allows additional recognition with a placard placed on the food line. Every little bit helps. We had two different traffic areas that year but usually only has one large room. We have about 30 to 50 exhibitors each year depending on if it is in Oklahoma City or Tulsa area. We have 250 to 300 attendees. EVA, Oklahoma Speech-Language and Hearing Association
- k. Here is a link to South Carolina's vendor/exhibitor information: <http://www.scscha.com/exhibitors.htm>. We typically have between 800 and 1000 attendees. Leigh Ann Spell, President, SCSHA
- l. Christiane, We charge \$100 per table. We usually have about 100 people that attend our conferences. We only have 4 or 5 vendors, but we haven't advertised much for that in the past few years, because we only have one day, single speaker conferences. Polly Somers, CSHA Administrative Assistant
- m. Alaska has about between 100-120 people attend (max) our conferences. We charge 200 per table. Hope this helps.
- n. Hello, In Michigan we charge \$300 per table, and add \$30 for electricity. We typically get anywhere from between 400-600 people per conference, depending on what part of the state we're in. I have found our rates to be very inexpensive relative to not only other SLAs in surrounding states, but also compared to other association conferences similar to ours (i.e., education, health, etc.). Good luck to you! Dawn Kutney, MSHA
- o. The California Speech-Language-Hearing Association charges \$750 for an 8'x10' booth at our Annual State Convention. We have anywhere from 1,400-1,600+ attendees and we sell 85+ booths - about half of those booths will be occupied by

- recruiters (we have a shortage of SLPs here in CA). We also have a Job Fair area where we sell table top's at \$250 (about 15-20 tables are sold) in a separate meeting room for more of a private setting - so informal interviews can be made. We currently have approximately 4,500 members statewide. Check out our website for more information on our convention and rates at: http://www.csha.org/annual_convention.htm. Hope that helps you. Let me know if you have additional questions. Judy Pascal
- p. Hello: We charge \$400 for a two-day convention. We usually have about 35 to 40 vendors, and about 350-400 participants. Lisa Oriolo, Association Manager
 - q. We charge \$225.00 for a single table, \$300.00/Double Table, \$100.00/Display only. Electrical hook-up \$30.00 extra. We have around 350 people who attend our conventions. Hope that helps, Michelle
 - r. Our Utah state association charges \$250 for 1 table and \$400 for 2. Our conventions usually attract 150 people in an "off" year (when we participate in multi-state conference), otherwise between 200-250 people. Heather Elwell, MS, CCC-SLP
 - s. Hello from Alabama. I'm attaching our Exhibitor Form which shows pricing of basically all our advertising options. Our conventions have usually drawn 425 attendees with 20-25 exhibitors. We're doing things differently these days (esp. more centrally located), and we had 550 in 2008 and expect over 700 this year (our 50th anniversary). We'll probably/hopefully settle in the 600's from now on. We have no plans to adjust our fees -- or should I say, no plans are "on the table" at this point. (Get it? Table? Vendor Ta-- never mind.) Gary Copeland
 - t. If you will google "SHAA", you will see on our home page a section for vendors. All of our information on cost for tables, ads, etc. is there. We generally have 500-600 attendees at our convention - probably 25 vendors each year. This year our numbers look like we may have 700 attendees - it's our 50th anniversary. If you have any questions, just email me back. Thanks. **Dr. Jennifer H. Vinson**
 - u. The Hawaii state association in the past has charged \$150 per table (vendor etc.) and \$35 per table for non-profit organization. On average we usually have between 200-240 participants at our annual convention. Thank You, Anne Horner, Past-President
 - v. Here's the information from Wisconsin: Convention attendance is 400-450 people.

QUANTITY	EXHIBIT OPPORTUNITIES	PRICE	TOTAL DUE
Exhibit Booth		\$450	
Non-profit Organization Exhibit Booth		\$275	
Academic Institutions/Universities;			
National and State Agencies; or Home-Based Businesses		\$275	
Unattended Table Display for Products and Catalogs		\$175	
Dawn Merth-Johnson			
 - w. We charge only \$150 / table for vendors. We're a small organization (about 150 members) in a small state. We charge them the non-member rate for the conference. However, with that said, we have talked about raising the rates somewhat. Gayle Belin, M.A., CCC-SLP, President, Vermont Speech Language & Hearing Association

- x. Our convention is held in the Atlantic City Convention Center and costs are very high. I received the information below from our convention management firm. Hope it helps. Best regards, Robin, NJ

EXHIBITOR FEES

The exhibitor fees for 10'x10' spaces at the 2009 NJSHA Convention.

NON-MEMBER VENDOR FEES

Inline Exhibit:

\$470 early bird discount, \$525 after February 6

\$360 non-profit* early bird, \$415 after February 6

Corner Exhibit:

\$520 early bird discount, \$575 after February 6

\$415 non-profit* early bird, \$470 after February 6

MEMBER VENDOR FEES

Inline Exhibit:

\$420 early bird discount, \$470 after February 6

\$325 non-profit* early bird, \$375 after February 6

Corner Exhibit:

\$470 early bird discount, \$520 after February 6

\$370 non-profit* early bird, \$420 after February 6

The exhibitor fee must accompany application.

*Non-profit fees are available to hospitals, associations and other non-profit organizations wishing to secure an exhibit at the show.

Topic: Student Track at Convention

Date Originated: May 19, 2009

Originator: Karen Kerns, President, Missouri

Original Message:

At the CSAP Spring Conference, some states discussed having a student track at their convention. Please contact me so I can get more specifics? Thank you.

Responses:

- a. Karen, our program for our next convention in February isn't made up yet. This is the first year we've done this, but I'll keep this e-mail and as more information come about, I'll fill you in. Lonnie Harris, Kentucky.
- b. Hi Karen, We do not currently have a student track at the convention. We have student volunteers, and student round tables at lunch, but not a complete track for students. Lisa Oriolo, Association Manager, Maryland Speech-Language-Hearing Association
- c. Karen... I will ask our state secretary to send you our programming from this year to see if this helps. We don't have a "tract" in NC but activities and such devoted to students. Sherry Curtiss
- d. We offer an occasional session or two, but there has been no talk of a student track, per se. Gary Copeland, Speech and Hearing Association of Alabama

- e. Attached is the instruction program for the 2009 Spring Convention. Typically, we schedule student events on Friday and Saturday (attachment). Thanks. AJ – North Carolina
- f. We have a student representative on our Executive Council, and this position rotates each year by university. The student, along with the Convention Chair, plans the Student Forum. This forum consists of several presentations on topics that the students select. We also have student competition for poster sessions, and this year we had 24 students presenting their research projects. We did not have specific tracks this year, but we have had in the past. The students seemed to have better comments on the forum format. Hope this helps. Ruth Stonestreet, Ph.D., CCC-SLP
- g. We do not currently offer a separate “student track” at convention. Becky Cermak, President-Elect
- h. Suzie Rosser in MS here. We began a student track several years ago. Mostly consists of a professor who does presentations on How To Take The Praxis & Surviving Your First Year As A SLP. Tried this year to have NSSHLA representative present, but there was a conflict. We did incorporate for the first time this year a Job or Career Fair. We hope to build on that program. Any other info you need my contact info should be listed with CSAP.
- i. Karen- I would be happy to discuss what we do for student programming at our Texas annual convention. My e-mail is laurenm@unt.edu. Lauren Mathews
- j. FLASHA, The Florida association has a student track every year at their state convention. Sue Snover, President, FLASHA

Topic- Call for Papers

Date Originated- January 6, 2010

Originator- Erica Chatelain, GSHA President

Original Message:

GSHA is trying to determine our protocols for our annual Convention when it comes to Call for Papers and Poster Presentation submissions.

1. Do you require those who submit call for papers to be members of your state association?
2. Do you require those who submit call for papers to register for the full convention?
3. If more than one speaker is listed on the call for papers do you require all the speakers to register for full convention and/or be members of the state association?
4. Do you require those who submit poster presentations to register for the full convention?
5. If more than one person is listed as a presenter for a poster session do you require all to register for convention? Do you require the presenters of posters to be members of your state association?
6. If a poster presentation lists 3 presenters and only 1 plans to attend the convention, do you list all names as presenters in your program or do you just list the one who plans to attend and present?

Responses:

- a. Rhea Paul, Connecticut
 1. No
 2. No
 3. No answer
 4. Yes
 5. No
 6. No
- b. Margaret Johnson, Alabama
 1. We do invited speakers and do not offer a call for papers
 2. No answer
 3. No answer
 4. We stopped having poster presentations, unless they are completed by either Master's students to Doc level students
 5. No, No
 6. We list them all
- c. Dawn Kutney, Michigan
 1. No
 2. Yes
 3. No - just those coming.
 4. Yes
 5. No. Those who submit, and attend, must pay as a member or non-member
 6. List all names. This is not typically an issue with us - almost all of our presenter names on poster sessions, attend. MSHA has allowed MSHA Student members to attend the conference for free - this year we are charging \$15 per student.

Topic- Conference Fees

Date Originated- July 16, 2010

Originator- Suzie Rosser, Mississippi President

Original Message:

Need some information on length of time, average number of speakers & conference registration fees. We are considering an small increase in conference registration fees to cover the cost of implementing member benefits of online registration management & online participant CEU recording. Would like a quick comparison just to make sure that we 'stay in line' with costs of other state conferences.

Responses:

- a. OHIO
Length of time: 3 days; 6 PRE-Convention Workshops Thursday (extra fee);
Convention: Friday and Saturday all day
Registration Fees:

- Member: early-\$175; late-\$195
- Non-Member: early-\$255; late-\$275
- No one-day reg. fee

We currently also have online participant CEU recording. We contracted Marc Buchner to create programming for this. Very reasonable. This program can be used every year. We only need to enter current year's convention and course information. If you're interested, you can contact Marc at: marc.buchner@case.edu. He is wonderful to work with.

- b. Hello From Maryland:
We have a two-day conference. Average number of speakers: 30
Registration Fees:

Member One Day \$175.00
Member Two Days \$295.00
Non Member One Day \$250.00
Non Member Two Days \$350.00

These fees include continental breakfast, buffet lunch and snacks both days. We are thinking of getting rid of some of the food but do not block overnight rooms at any hotel because most of our participants do not stay overnight, so sometimes we need to spend the money on food to book a facility.

- c. Here in Tennessee we have an early bird registration for members and non members for the full two day conference:
TAASLP/TAA \$250.00
nonmembers \$360.00
guest \$60.00 .
Late registration is :
TAASLP/TAA \$290.00
nonmembers \$400.00.

We are also offering one day registrations with early bird:

TAASLP/TAA \$165.00
nonmember \$275.00
Late registration is:
TAASLP/TAA \$205.00
nonmembers \$315.00
guests \$40.00

We run four tracks with sessions ranging from 3.0 to 1.0 CEs. Our top name speakers are presenting 2-3 sessions one day or over the two days. We have over 15 speakers.

- d. Here is the pricing chart for our last conference. It's really confusing and I took it off the registration website so the top columns got left out but the first two columns of prices are postmarked before the specified date and the last two are postmarked after the specified date. In Maine we used to have two conferences

per year for two days each with two to four adult speakers and two to four pediatric speakers. Now we are going to a one time a year three day conference with four pediatric speakers (the first two days, 2 each day) and one adult speaker for the third day. So the pricing may vary. We have also tried to encourage non-slps to join our conferences therefore all the alternative costs. – Erica Ricker

	1-Day Thurs or Fri (0.6 CEUs)	2-Day Thurs and Fri (1.2 CEUs))	1-Day Thurs or Fri (0.6 CEUs)	2-Day Thurs and Fri (1.2 CEUs)
Current MSLHA & NE States Assoc. Member	\$175	\$275	\$225	\$325
Non-Member SLP/Aud	\$275	\$375	\$325	\$425
Full-time Student	\$80	\$160	\$100	\$200
Pre-K/Preschool Teachers	\$185	\$285	\$235	\$335
Special Ed. & General Ed. Teachers	\$185	\$285	\$235	\$335
Allied Health Professionals	\$185	\$285	\$235	\$335
Parents	\$125	\$225	\$175	\$275

- e. In California, we have a four day state convention. I am attaching our current convention registration costs, as well as, what we reimburse convention speakers. We are in the process of revising our fiscal policy so these numbers may change, but more than likely, not drastically. This past year, in Monterey, we had approximately 85 different sessions (including poster sessions), with 1450 attendees. We have had as many as 1800 attendees, which occurred when we held our convention at the Biltmore Hotel in Los Angeles in 2002. We are holding our 2011 state convention at the Los Angeles venue again, so we are hoping for a large turn out.- Diane Collins, CSHA President One more item: All of our presenter handouts are placed on a CD for all attendees. We have had companies sponsor these CDs, so we have almost reduced all printing costs outside of the program book and registration packet information.

f. TEXAS

Length of time: 3 days- Thursday-Saturday. We offered a total of 2.0 ASHA CEUs or 20 CE hours that an attendee could obtain over the 3 days. There were 152 presentations and 24 poster sessions. We also offered 6 different short courses (3hrs each) on Saturday for an extra charge of \$35 each early bird or \$45 regular registration.

Registration Fees:

Type:

	Early Bird	Regular
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Member:	\$130	\$155
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Non-

Member:

\$255	\$280
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Consumer/Parent: *CE verification not included; available only to consumers of SLP or AUD services.* \$35 \$40

TSHA Member: One Day

Only:

\$80	\$105
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Non-Member: One Day

Only:

\$130	\$155
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Current Student TSHA

Member:

\$30	\$40
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Student Non-Member:

\$55	\$65
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We moved to online participant CEU recording this past year. We contracted with Designing Solutions, the same company that provides ASHA's online CE services. We were very happy with the transition and the services provided by Designing Solutions. The contact for Designing Solutions is Bill Baukwill [wbaukwill@pesgce.com]. - Lauren Mathews, Vice President for Scientific and Educational Affairs

- g. In Virginia, we have a 2 and 1/2 day conference and a one day pre-conference. We charge \$150 (members), \$265 (non-members) for early registration and \$175 (members), \$295 (non-members) for late registration. We also have single day registration that range from \$95-\$245 depending on membership. We offer discounted rates for presenters, students, and life members. The preconference costs range from \$105-\$245 depending on membership. We used to charge \$10 extra for short courses, but have temporarily dropped that fee due to the economy, in an attempt to draw more people to the conference. We typically have about 60 breakout sessions and 8-10 short courses, plus a poster session. SHAV has a

relatively small membership and we have had around 550-600 attendees over the past 2 years. - Kathy Dickinson, CCC-SLP, SHAV President Elect

Topic- Convention Speaker

Origination Date- 7/1/2010

Originator- Sherry Zelazny, Wisconsin

Original Question:

Does anyone have a recommendation for a good speaker on Aphasia?

Responses:

- a. Yes!!!!!!!!!!!! My two former colleagues at Kessler Institute for Rehab opened up a private practice in NJ where they provide unbelievable work with aphasics. They use a very functional model and have received the Program of the Year by NJSHA a few years ago. They have written a lot on the topic and are very amazing and dynamic speakers. Go to speakingofaphasia.com OR contact them @ Marilyn.Certner-Smith@atlanticealth.org or smorganstein@comcast.net, they have a very unique style of delivering to an audience and they have presented for us in NJ on numerous occasions. We received raving reviews. - Monique Kaye, NJ
- b. From: Jackson, Roberta Nancy Helm Estabrook
- c. From: Curtis, Sherry Maura Silverman from Wake Med in Raleigh NC
<http://www.wakemed.org/body.cfm?id=247&action=detail&ref=184>
- d. I would recommend Dr. Melinda Corwin who is an Associate Professor at Texas Tech University Health Sciences Center. She is extremely knowledgeable about this disorder and established a treatment protocol for individuals whose Medicare funding had expired which included group and individual sessions and also formed a caregivers group to complement treatment. You can read more about Dr. Corwin at the Texas Tech University Health Sciences Center, School of Allied Health, Department of Speech-Language-Hearing Sciences or e-mail her at melinda.corwin@ttuhsc.edu for her fee and availability.- Judi Keller
- e. Try the ASHA's speakers bureau. Paulette, Tennessee