

2021 VACE Annual Conference Policies and Procedures

Date and Location of Conference

The health and safety of our members is our highest priority and will drive all decisions regarding the date, location, and timeline.

The VACE Annual Conference will be held virtually during the month of April. The conference will officially begin on a Tuesday and end on Friday at or around 2:00pm.

Due to the COVID-19 Pandemic there will not be an in-person event. Any decision to change this plan and host an in-person event in tandem with conference will be made in writing to the membership in a timely manner to the best of the Board's abilities.

Changes to this date, location, and timeline will be made by the VACE Board as needed.

Virtual Platform Selection

The Technology sub-committee, working collaboratively with the Technology Chair, will select a virtual platform to be utilized for the conference. All details for usage of this platform will be provided by the Conference Co-Chairs to the membership 7 days prior to the first day of conference.

Conference Committee

The VACE Annual Conference Committee shall consist of the College and Employer Director who serve a 2 year, rotating term and act as Conference Co-Chairs. The committee shall also have the following committees with appointed chairs (as needed):

- Awards
- Door Prize
- Employer Fair and/or Site Visits
- Exhibitor Fair
- Hospitality
- Local Arrangements – Chair appointed by VACE Board
- Newcomer
- PR and Marketing
- Technology
- Programs and Keynote Speakers
- Registration
- Sponsorship – Director of Finance assumes the role as Chair

The President, Immediate Past President, President-Elect, Director of Professional Development, and Director of Technology and Communications shall be included in the Conference planning as needed.

Conference Committee Descriptions

Awards: This committee is overseen by the Awards Chair, who reports to the Director of Operations. This committee works with the conference committee to solicit and accept award nominations from the membership. The committee selects award recipients based on the qualifications listed on the website as well as verify membership years to celebrate milestones. The committee with the assistance of the chair, orders the awards and the Awards Chair presents final selections during the President's Dinner. All award

winners are provided to the Board for final approval prior to the conference. **NOTE:** Please refer to the Operations Manual for specifics on the awards process.

Door Prizes: This chair and committee (if needed) solicit and collect door prize gifts from the membership to be distributed during the conference.

Employer Fair and/or Site Visits: This chair and committee (if needed) solicit employer participation during our Employer Fair or Employer Site Visits, usually scheduled Thursday or Friday of the conference. This fair and site visits are a chance for employers attending the conference and those local to the hotel site to highlight their company and allow career services professionals to learn more about their hiring processes.

Exhibitor Fair: This chair and committee will work directly with the President to solicit vendors, vendor members, and employers to host a table during designated times throughout the conference. This fair allows exhibitors the chance to highlight their organization, product, or service to all conference attendees.

Hospitality: This chair and committee (if needed) organize and schedule all entertainment for the conference, sometimes happening during the President's Reception or other special events. They also maintain and purchase items for the conference hospitality suite. The members of the committee have the option to stay in the Hospitality Suite during the conference.

Local Arrangements: This chair and committee (if needed) Work directly with the conference hotel on all logistical plans for the event, as well as the Programs Chair on AV/Equipment needs for the conference. They may also research the conference site (city) to find local dining options and events for participants to explore on Thursday night of the conference.

Newcomers Event: This chair and committee will work with the Marketing and Membership team to plan and execute an event that happens prior to the President's Reception. This event can include icebreakers, a VACE overview, and other activities the committee feel will make our new members feel welcome.

Public Relations & Marketing: This chair and committee create and share all marketing materials related to the conference. This includes sharing on social media, conference emails, and on the VACE website. This committee and chair will work as a liaison to the Marketing Team as well as the Social Media Manager to ensure all messaging is in line with the VACE brand.

Programs and Keynote Speakers: This chair and committee solicit and approve program proposals as well as keynote speakers for the annual conference. The programs committee designs and distributes the official conference program/schedule for all attendees. This committee will reach out to individuals as needed to fill in any programmatic gaps we may have to ensure that employers, newcomers, experienced professionals and career services all have programs to meet their needs by working with the Director of Professional Development. The Professional Development committee will act as members of this committee as needed. Also, this committee organizes all the AV/equipment needs of the speakers and presenters. The committee communicates these needs with the Local Arrangements Chair to fulfill those

needs in a cost-efficient manner. After the conference the committee will provide soft copies of all presentations to the Web Content Manager to post on the website.

Registration: This committee creates all conference participant name tags and the Directory of Attendees. The committee divides into shifts to greet participants as they arrive and check them into the conference. The committee chair works to track conference registration using MemberClicks. Also, the chair troubleshoots any registration issue and works directly with the Director of Finance-Elect to ensure all registration fees are received, applied correctly, and not duplicated.

Sponsorship: This committee is automatically chaired by the Director of Finance, who works to solicit potential donors that are both internal and external to VACE to sponsor various items that assist not only the organization as a whole, but the Conference needs as well.

Employer Engagement: This committee develops innovative conference programming and activities to engage both current and future employer members.

Technology: This committee will select and provide technical support for a virtual platform to be used by all members during the virtual conference. The Director of Technology and Communications automatically serves on this committee.

Conference Schedule

The conference schedule is subject to change by vote of the Conference Committee and final approval granted by the VACE Board. The following is to be used as a general guideline when creating the conference schedule.

Date	Time	Event
Tuesday, April 20th	2:00pm-2:15pm	Conference Welcome
	2:15pm-3:15pm	Newcomer’s Event
Wednesday, April 21st	10:00am-11:00am	Virtual Breakouts
	11:10am-12:10pm	Virtual Breakouts
	12:10pm-1:10pm	Break
	1:10pm-2:00pm	Virtual Breakouts
	2:10pm-3:10pm	Virtual Breakouts

Thursday, April 22nd	10:00am-11:00am	Virtual Breakouts
	11:10am-12:10pm	Virtual Breakouts
	12:10pm-1:10pm	Break
	1:10pm-2:00pm	Virtual Breakouts
	2:10pm-3:10pm	Virtual Breakouts
Friday, April 23rd	10:00am-11:00am	Virtual Breakouts
	11:10am-12:10pm	Virtual Breakouts
	12:10pm-1:10pm	Break
	1:10pm-2:00pm	Virtual Breakouts
	2:10pm-3:10pm	Virtual Breakouts

Registration

The VACE Annual Conference registration fee will be set by the VACE Board at the summer board meeting. The registration fee covers all conference activities.

Conference attendees must be paid in full one week prior to the start of conference.

Attendees that register for the conference and do not pay their fees by the first day of conference will be charged the **TOTAL NON-MEMBER** registration rate.

Members who register and **do not pay their fees nor attend the conference** will be charged the **TOTAL NON-MEMBER** registration rate.

Registration Refunds:

Refund requests need to be submitted in email to the Conference Chairs via askvace@gmail.com. Paid Conference registrants may obtain a refund based upon the following schedule.

- Until March 5th at 5pm ET: Full refund of conference registration
- March 5th at 5:01pm to April 2nd at 5pm: 50% refund of conference registration
- April 2nd at 5:01pm to April 16th at 5PM: 25% refund of conference registration

Cancellations made after April 16th at 5pm will not be subject to a refund.

Any cancellation request received fewer than 10 business days prior to the first day of the Conference due to an extenuating circumstance may be reviewed by the Conference Chair(s), who in turn will recommend the appropriate refund and action to the Board of Directors.

Registration Photo/Video Release

By clicking YES on the registration form, you acknowledge that you understand and agree that such photographs and/or video recordings of yourself may be placed on the VACE website or social media outlets and that you may be identified by name and/or title in the information that might accompany the photographs or videos of you.

Conference Sponsorships

The Sponsorship Chair and Committee shall solicit conference sponsorships for items or activities voted on by the VACE Board and Conference Committee. Sponsors will be recognized by being listed on the website, the conference program, and signage throughout the conference.

Sponsors will need to complete the form found on the VACE website and submit their sponsorship in full prior to the conference.

Policies for Virtual Programming

Attendees participating in virtual programming are expected to do the following:

- Conduct themselves in a professional and courteous manner at all times.
- Remain on mute when not speaking.
- Attendees are encouraged to use cameras when participating in small group discussions or breakout sessions. **When the camera is turned on, please ensure your space is appropriate for video.
- Be respectful when communicating with other attendees both verbally and in writing via the chat feature. **The chat feature should be utilized for on-topic discussions.
- Inappropriate conduct will result in the removal of the attendee from the session. Two removals will result in the removal of the attendee from the conference as a whole. It will be at the discretion of the moderator and/or breakout session speaker to do so. Co-chairs will be alerted immediately for follow-up and any further action that may be needed.