

Proposal to Host the 2012 Western Region IPMA-HR Conference

Chapter: _____ Contact: _____

1. Why does your Chapter want to host the 2012 Western Region IPMA-HR Conference?
2. How will you ensure that your chapter provides ample involvement and support to the conference planning, promotion and hosting of the event?
3. How would you determine possible recommendations of conference locations?
4. Easy accessibility to the conference by attendees from outside your geographical area is important to encourage attendance at the conference. Please briefly describe how you will address location and/or transportation concerns when selecting a conference site.
5. What actions will your chapter take toward the goal of making the conference a financial success for the chapter and the region?
6. Has your chapter previously hosted the Western Region IPMA-HR Conference? If so, briefly describe the conference(s) including the year(s) hosting and overview of the chapter's involvement and conference success.
7. IPMA-HR Chapter Members and National IPMA-HR Members are fairly easy to identify and contact by email when promoting a conference. How will your chapter identify and encourage attendance by Human Resources professionals not currently chapter or national members?
8. Is your Chapter able to finance the cost of the conference? Or will your Chapter have trouble setting up charge accounts with the venue?
9. How will your chapter obtain the support of exhibitors and sponsors, which are crucial to the success of the conference?
10. What assistance will your Chapter need from the Western Region?

Please return to: Andrea Cutler, IPMA-CP by September 30, 2010.

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Things you should know about hosting the conference:

- ✓ Western Region will supply \$5,000 seed money to help with conference planning expenses. This \$5,000 must be returned to the Western Region.
- ✓ The proceeds from the conference are split between the region and the chapter. The region receives 60% and the chapter receives 40%. The Western Region uses the proceeds to support the Western Region activities such as chapter outreach and support, scholarships, certification and competency training.
- ✓ The Western Region assumes the financial liability associated with hotel and facility contracts. As such the Western Region President signs this contract.
- ✓ The Governing Board of the Western Region must approve the hotel contract and the overall budget for the conference.
- ✓ The seed money will be provided to the chapter upon the receipt and approval of the budget for the conference.
- ✓ The conference chair will be expected to attend the regular meetings of the WR Board, or other meetings that are set-up as needed, to provide updates on the conference to include budget, programming overview, registrations, sponsors and marketing.
- ✓ The WR Board will assign members of the Board to the Conference Committee to assist with the planning and completion of the conference. WR Board members may specifically assist with the following: recruiting exhibitors & sponsors, marketing, programming, etc.
- ✓ The conference will be managed through the Western Region website and the associated conference management database.
- ✓ Although it is not automatic, national IPMA-HR traditionally supplies \$2,000 toward keynote speakers. (This will not be known until the 2012-2013 IPMA-HR budget is passed.)
- ✓ IPMA-HR also has a conference planning guide for reference that is available in the Resource section of the website www.ipma-hr.org.