



1.0 Preface

The annual NAI International Conference is known for providing excellent networking opportunities for participants from all over the world. With our first international conference in San Juan, Puerto Rico in 2006, NAI demonstrated that there was a much-appreciated and needed niche for interpreters to meet to discuss approaches to interpretation, problems and solutions, and to support one another's efforts to promote interpretation in our respective countries.

The purpose of this conference is distinctly different from that of the NAI National Workshop and, although some of the same procedures will be followed, this event will maintain its own identity. Since it is so important for participants at the NAI International Conference to network and share information, the maximum number of participants will never approach those expected at the NAI national workshop. Groups of 150 to 200 will work best for this event.

This manual was developed to give NAI staff and an idea of what needs to happen to make the NAI International Conference successful.

2.0 General Conference Guidelines

2.1 Title

The title for the conference will be “NAI International Conference” and all promotional materials will use this term. For internal purposes, the term “international conference” may be used.

2.2 Goals of NAI International Conference

- 1) Have a successful event measured by an evaluation so that participants leave with technical knowledge or skills, and the desire to attend future conferences.
- 2) Provide an affordable training venue.
- 3) Give participants the opportunity to experience prominent cultural and natural features in and near the conference venue through special events, programs, and off-site sessions.
- 4) Permit a broad range of high-quality presentations to be given with at least 50% volunteered papers and the remainder of papers to be solicited. All papers will be subject to selection by a peer review process.
- 5) Seek a balance between educational content and networking events.
- 6) Seek, through promotions, attendance of at least 150 people, maximum 200.
- 7) Through conference sessions, address matters of international concern and include a diverse range of topics to interest different kinds of NAI members (natural history, cultural history, management) and include both demonstrations of skills and techniques, and examples of successful programs.
- 8) Contribute to NAI operating budget as determined by the annual business plan.
- 9) Work with partner organizations in other countries to further advance the profession of heritage interpretation.

2.3 Selecting a Site

The NAI executive and associate directors will select a host city and hotel facility the year before the conference is to take place. This will allow for promotional materials to be handed out each year to announce the upcoming International Conference.

Site locations should ideally:

- have a local contact to handle initial planning for off-site events, to serve as hotel liaison, and to provide language translation for conference materials
- adequately serve the logistical needs for up to 200 people
- be easily accessible (including by air and for disability access)
- be unified—lodging and concurrent sessions in close proximity
- have reasonably modern facilities
- provide good off-site session opportunities
- be priced to reflect the profile of NAI’s average conference participant
- allow for the possibility of local resource agency external funding

2.4 Selecting a Date

The NAI International Conference will be held in the spring, preferably in May, unless special circumstances occur which would make changing the time more advantageous (seasonal hotel rates, for instance). NAI's executive staff will negotiate dates of the conference with the host city and facilities.

2.5 Length/Schedule of NAI International Conference

The conference should be four days in length. The traditional format is:

Sunday: registration, evening welcome reception

Monday: registration, keynote, concurrent sessions, special evening event for the entire group

Tuesday: registration, off-site sessions, dinner keynote address, auction

Wednesday: registration, keynote address, concurrent sessions, optional evening events

Thursday: registration, keynote address, concurrent sessions, banquet

3.0 Staff & Committee Responsibilities

The international conference is a project of the NAI national office. If appropriate, a local committee or contact may be used to follow through on local logistics and assisting with on-site conference implementation

3.1 Staff assigned to the NAI International Conference

executive director – site selection, contract negotiations, signatory on conference-related contracts

associate director – site selection, budget, contract negotiations, general management of event, keynote selection, sponsorships and in-kind donations, signatory on contracts and on-site hotel services

events manager – logistics management (food, AV, space programming, scheduling, transportation, off-site session coordination), ads in program guide

art/publications director – logo development, provide cost estimates for print materials to AD all printed and web-based material (registration booklet, proceedings, program guide, etc.), develop conference on-site signage (meeting room identification and directional signage) manage on-site AV needs

membership manager – prepare registration materials and manage registration prior to conference (confirmations, etc.) and on-site, print nametags and tickets for each meal for registrants, sell Association books and logo clothing at registration desk, give meal counts to EM daily for meals 3 days out, post-event participant list

business manager – financial transactions, invoicing, disbursements, and collections prior to and following the event

3.2 Time Line/Check List

Not Later Than	To Be Done	Who Does It
18 months before event (usually November)	identify country/city for conference	AD (Associate Director) / ED (Executive Director)
16 months before event (usually January)	identify hotel options and contract with host hotel	AD
14 months before event (usually March)	site visit and contract options, if possible	AD
12 months before event (usually May)	post call for papers	PD (Art/ Publications Director)
12 months before event (usually May)	invite keynote speakers	AD
12 months before event (usually May)	contact local members or tour company for assistance with off-sites and special events	AD
12 months before event (usually May)	sign contract with hotel	AD
11 months before event (usually June)	identify off-sites and special events	AD
11 months before event (usually June)	Finalize contracts with keynote speakers	AD
10 months before event (usually July)	finalize off-sites and special events	AD
10 months before event (usually July)	Send reminder to international list for call for papers	MM (Membership Manager)
9 months before event (usually August)	prepare registration packet	PD / AD
9 months before event (usually August)	Begin registration record-keeping	MM
9 months before event (usually August)	call for papers deadline	
8 months before event (usually September)	post registration packet	PD
8 months before event (usually September)	Schedule speakers	AD
8 months before event (usually September)	Notify speakers of acceptance and presentation schedule	AD
5-7 months before event	Scholarship application deadline	
6 months before event (usually November)	Select and notify scholarship winners	AD

Not Later Than	To Be Done	Who Does It
4 months before event (usually January)	Early registration and speaker deadline	
3 months before event (usually February)	Circulate packing list among staff	EM
1 month before event (usually April)	Packing and shipping of supplies	EM
1 month before event (usually April)	Final registration deadline	
3 weeks before event (usually April)	finalize BEOs with hotel	EM
May	Hold event	
May	Post Participant List	MM

3.3 Local Planning Committee Requirements & Responsibilities

During the site selection process, the associate director may talk with NAI members in the local area to determine their level of participation. This may affect the location of the conference.

3.3.1 Requirements

Preference in selection of the local planning committee will be given to those who:

- are NAI members
- reside in the host city or region
- can bring with them various elements of support from their agency or organization, such as language translation and initial planning for off-site events
- will provide information as needed to events manager
- can communicate with staff on a regular basis (conference calls)
- can meet deadlines
- have attended an international conference before
- have proven leadership and organizational skills
- have support of employer in terms of work release time and access to office equipment
- have commitment to complete duties as assigned during planning process and conference, including follow-up activities

3.3.2 Responsibilities

- monitor and meet deadlines assigned by events manager
- serve as point person for on-site committee assignments during conference
- identify local entertainers if needed for conference activities
- prepare list of potential special events for special events night with contact information; submits list to EM for final selection and contracting
- prepare list of potential off-site session venues with contact information; submits list to EM for final selection and contracting
- works with EM to make sure volunteer duties at the conference are covered

3.4 Important Contacts and Communications

NAI headquarters office toll free phone number: 888-900-8283

Staff contacts:

executive director: naiexec@aol.com

associate director: naiprograms@aol.com

events manager: dtewell@interpnet.com

NAI Website: www.interpnet.com

The NAI website has an NAI International Conference link that contains the registration packet in downloadable or interactive format, and may be used in other ways to promote conference activities. The NAI website is the official website for the conference.

3.4.2 Bulk Email

NAI staff can send out bulk emails, sorted as needed.

4.0 Slogan/Logo

4.1 Identifying the Slogan

The slogan is determined by the NAI staff. It provides unity for the overall program and activities, but does not necessarily dictate the content of program sessions. The slogan should reflect the conference location and/or address current issues related to interpretation. The slogan should be used in conjunction with the conference logo to readily identify the conference.

4.2 Designing the Logo

The logo will be designed by the NAI art/publications director. The NAI logo, conference logo, or reference to the conference must appear prominently on all print or electronic media associated with the conference.

5.0 On-Site Function Space Needs

- There should be three-four breakout rooms for concurrent sessions, in addition to space for the conference office and space for meals and general sessions.
- Session lengths should be 1 hour, 2 hours, or 3 hours long with time set aside for poster sessions.

6.0 Complimentary Rooms and Services

Complimentary rooms or services will be obtained from the meeting site as a matter of negotiation; however, certain items have been identified as standard comps while others will never be complimentary.

Not charged for hotel rooms or registration:

- NAI president
- NAI staff

Generally paid for services:

- keynote speakers, according to contract
- entertainers for special events, bands, musical groups, according to contract

Never comped or paid for services

- concurrent session speakers (These are volunteered or solicited.)
- registration fees will not be waived for concurrent session presenters
- conference volunteers

7.0 Scholarships

Scholarships to offset the cost of attendance are offered each year. Applicants from emerging countries should fill out the application form on the NAI web site. Selections are made in December of the year preceding the International Conference. Preference will be given to those who have either not received a scholarship previously or those who are on the program and have proven that their presentation is of general benefit to the participants.

8.0 Finances

The national office is accountable for all conference income and conference funds and handles conference registration. The national office will accept credit cards used by the government (American Express, Visa, MasterCard, Discover). The budget will be based on a break-even point determined by the associate director in the national budget. The national office will be responsible for handling all financial transactions. Receipts or invoices are required for all debts and reimbursements.

8.1 Overhead Expenses

Overhead expense for national office services are built into the NAI International Conference and defined by the overall NAI budget, which the board of directors approves annually.

8.2 Proceeds

Any excesses of profit above the defined amount for national office overhead goes into NAI's general operating budget. Auction proceeds go into the scholarship fund or other similarly designated fund.

8.3 Cost of Attending

The conference should be reasonably priced so that interpreters without agency support, seasonal employees, residents of emerging nations, etc., may participate.

8.3.1 Registration

The associate director, together with the associate director, will be responsible for setting the fixed costs of registration (such as meals).

9.0 Contracts

All contracts for registration, AV, food service, meeting and exhibit space, decorators, transportation, printing, and special events must be approved and signed by the associate director or executive director. Whenever possible, it is essential that contracts stipulate final payment to be received in 30 days after the close of the conference. Contracts must also include a non-compliance clause, “a penalty of up to 15% will be imposed on any contractor who fails to comply with all terms of the contract.”

10.0 Publicity

10.1 International Database

The associate director will maintain a database of international contacts consisting of those with interest in attending, supporting, and/or presenting at the conference

10.2 Registration Materials

Registration packets are provided online only and will include information on the site, hotel and transportation, off-site sessions, keynotes, special events, pre- or post-conference training courses, if applicable.

10.3 Email Reminders

The membership manager will send reminders regarding registration and hotel deadlines to those on the database list

11.0 Proceedings Guidelines

The conference proceedings will be available on CD-ROM at the conference as part of full registration, and should follow established guidelines. Extra copies will be sold through the Association Store.

Author Guidelines for Papers:

Title

Author Name

Professional Title

Organization

Street Address/P.O. Box

City, State, Zip

Country (if outside the USA)

Phone number

Fax number (where applicable)

E-mail Address

(You will need this information for all presenters.)

Abstract

Approximately 100 words

Keywords

Please separate keywords with commas and lowercase them unless they are proper nouns.

Introduction

Body

Conclusion

The introduction, body, and conclusion must not exceed 1,000 words combined. The subhead "Body" should be changed to reflect the content of your submission.

12.0 Auction

- solicit items from conference participants (through NAI Now and registration packet)
- coordinate solicitation of items from local businesses, personal contacts, members
- make certain that auction supplies are on-site
- auction item tags, string, tape, pens
- bid paddles
- silent auction bid sheets and second sheets
- receipt book
- calculator
- cash box
- check-in auction items as they arrive at the conference in prominent location near registration booth. Leave boxes, pencils, and item tags with instructions for donors to fill out. Provide tape and string for attaching cards to items. Have blank certificates available for donations that are intangible. Have volunteers assist with check-in and carrying items to storage.
- prepare silent auction bid sheet with item description, opening bids (set low), and bid increments
- set out live auction items for preview

