

# Local Host Guide for Running a NASBR Meeting

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## **Responsibilities of the Local Host**

“The Local Host is an individual selected to host a meeting three years in advance. He/she generally selects a Local Committee to assist in the planning and execution of the symposium. The Local Committee is an ad hoc assembly of persons who undertake to organize a single annual or international meeting. The Local Host becomes a non-voting member of the Board of Directors in the year prior to his/her Annual Meeting, and remains a member of the Board until the close of the Annual Meeting the year after his/her Annual Meeting ends. The Local Host is a non-voting member of the Board, unless he/she is also serving as a regular (elected) Board member.” (NASBR Constitution Article II Section 5)

## **Responsibilities of the Program Director**

“The Program Director serves at the will and pleasure of the Board and is selected by the Board for an indeterminate, mutually-agreed upon period. (NASBR By Laws Article II Section 2) “The Program Director is a non-voting member of the Board, nominally without voting privileges except in the case of a tie vote in which case the Program Director may cast the tie-breaking vote. Upon selection the Program Director is authorized to produce the annual symposium in conjunction with a Local Host and the Local Committee. The Program Director may, without approval of the Board, appoint Associate or Assistant Program Directors, or other persons to assist in the production of the annual meeting. The Program Director is authorized to enter into contracts on behalf of NASBR with hotels, civic centers, university conference sites, audiovisual equipment suppliers, banquet facilities, printing firms, and all and any other organizations with goods or services necessary to the production of an Annual Meeting”. (NASBR Constitution Article II Section 2)

Gary Kwiecinski is currently the Program Director of NASBR. Shahroukh Mistry and Frank Bonaccorso serve as Associate Program Directors. Hereafter each is referred to for brevity as a Program Director.

## **Preparing a bid to host a NASBR Meeting**

Individuals interested in serving as hosts to a future meeting of NASBR should consult with a Program Director for information about which sections of North America are appropriate for the year in question. NASBR meetings are held from Wednesday evening through Saturday evening, usually during October or early November.

In 2013 the BoD approved a geographic rotation system of two regions: The West and The East. A map of the two regions is given below. Exceptions to the geographic rotation may occur periodically when opportunity to meet with international societies are available (e.g. joint NASBR/IBRC meeting in Costa Rica in 2013) or if no bid is forthcoming from the region due for rotation. As the 2016 meeting has been awarded to San Antonio in The West, in 2017 The

East, at a site to be determined, shall host the meeting with rotation between the two regions thereafter.



An excellent online database of hotels in most major cities is available via the NASBR webmaster. Prospective Local Hosts should contact the Webmaster to avail of this facility. If the Program Directors, feels that a venue is appropriate, the prospective Local Host needs to gather information in preparation for making a bid which should be submitted to The Chair of the NASBR Board of Directors (BOD) and if approved by the BOD to the General Business meeting during the NASBR conference 3 years prior to the conference for which the bid is prepared. ***The prospective Local Host should not sign any agreements with the hotel and make certain that the hotel understands that all inquiries are tentative and serve only as a basis for our consideration of their facilities.*** The following information should be collected when preparing a bid:

- Determine with assistance from the Program Directors approximately how many hotel rooms should be guaranteed each night from Wednesday to Sunday for the week of the annual meeting.

- Make preliminary contact with host hotel and host institution. Attempt to arrive at approximate costs for hotel use.
- Determine from the list below what items NASBR must pay for and what items the hotel will provide at no charge, as a benefit for room rental.
  - Large auditorium that can accommodate at least 350 people arranged theatre style, for the opening session on Thursday morning. Ideally this room can be broken into two rooms each seating at least 175 people arranged theatre style as needed from Thursday through Saturday or two other rooms with seating capacity of 175 must be available for dual concurrent sessions. The amount of time spent in one “plenary” session with the entire group versus concurrent sessions needing two separate rooms will not be determined for certain until after the closure of the registration deadline (usually late August or early September). Additionally, a room is required on Saturday for up to 50 people for a Teachers Workshop. These rooms require a podium, lectern, projection screen, PA system, and PowerPoint projection system. An AV technician should be present at all times.
  - A smaller room (300-400 square feet) with conference table and chairs for board of directors meetings of up to 20 people, and other small groups to hold meetings is required throughout the conference.
  - A large space (such as a second floor foyer) where registration of attendees can take place, local committee services will be available, message boards erected, etc. must be available the entire meeting. This space might also accommodate exhibitors (see below).
  - Space and stands adequate for the display of at least 60 posters that can remain set up between Wednesday afternoon and Saturday afternoon. The poster space should allow adequate space for people to move along the aisles between posters while there are small crowds at posters, and should have lighting that will allow ease of viewing posters. Poor lighting and cramped spacing has often led to complaints about Poster Sessions.
  - Adequate space for exhibitors including locked storage. Local host should determine in advance how much space each vendor will need.
  - Dining room for conference banquet on Saturday evening. Approximately 200 people will attend. The dining areas should have WiFi microphone amplification and AV hookups for Power Point Projection for the purpose of Awards and Auction.
  - A reception room for a social with a bar and two bartenders on Wednesday evening until 11:00 PM. The pre banquet social could also be held in this space. One of the smaller meeting rooms may also be adequate for this purpose. Approximately 200 people will attend.

- Adequate space for 30 minute coffee breaks at approximately 10:00 AM and again at 3:00 PM. It is vital that this area be in close proximity to the meeting rooms.

- Most hotels offer a small number of “Complimentary Rooms” determined by how many room registrants are at the hotel for the conference. If possible, one complimentary room each should be made available with the following priority order 1) Local Host, 2) Program Directors (who may be willing in some years to share a room or suite), and 3) Teachers Workshop Coordinator. If Comp Rooms are not adequate to cover these needs, NASBR will pay for the rooms and these should then be budgeted into registration costs.

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If the prospective Local Host and Program Director are satisfied that one or two hotels can provide the above facilities they are encouraged to present an invitation to host NASBR to the Membership at an annual meeting three years in advance of the proposed date. Other information that an invitation should include is:

- Cost of rooms per night, single or double occupancy (if additional people can occupy the room at no charge or an additional charge)
- Hotel website
- Hotel amenities and costs such as wi-fi, fitness center, parking details and costs.
- Airlines or rail services to the host city.
- Estimated cost of shuttle service to/from airport
- Travel directions for arrival by car, airplane, bus, local transportation.
- Estimate of the level of support expected from local institutions, agencies, or organizations.
- General overview of the climate in October, local attractions, and restaurants.

If a bid is officially accepted by NASBR, at least one Program Director will visit the hotel with the Local Host at the earliest convenient date and assist the hotel in preparing a contract. The Program Director after careful review will sign the contract on behalf of NASBR. At this point agreements and arrangements become binding on both parties. Some hotels will not be prepared to enter into detailed specifications of meeting rooms or services such as menus but prefer to wait until one year prior to the beginning of the conference. Nonetheless, the Local Host in conjunction with the Program Directors should start to work on the following:

- Approximate costs of audiovisual requirements and banquet meal.
- Approximate costs of morning and afternoon breaks, and receptions (opening, poster session, pre-banquet).
- Approximate costs of program and abstract printing, and name tags.
- Approximate costs of registration.
- Work with the Sponsorship Committee of NASBR to solicit donations (sponsorships) to cover costs of opening and poster session receptions, and a student social.

### **How NASBR Meetings Are Financed**

NASBR meetings are financed through the registration charges collected for that meeting. Upon request, NASBR can provide an advance loan of up to \$5,000 to the Local Host to be used for expenses incurred prior to the beginning of the registration period.

NASBR does have an emergency fund to cover unforeseen catastrophic losses. However, it is imperative that each year's meeting at least break even and, hopefully, generate a small excess that can be added to the emergency fund (recommended target is 10%).

In consultation with the NASBR Treasurer, the Local Host will open a bank account under NASBR's tax ID number to receive funds from on-line registration and pay bills associated with the annual meeting not paid during the meeting directly by the Treasurer. The Treasurer should be a co-signatory to this account. Access to registration data will be available to the Local hosts via the Cvent (registration) coordinator.

### **A History of NASBR Registration Fees and Attendance**

Plan for 35-40% of registrants will be students who should receive a lower price of registration than general members who are professionals representing academic, private companies, government agencies, conservation organizations.

#### **Registration Numbers**

Location	Year	Total	Regular	Students	% Student
Albany	2014				
San Juan	2012	264	168	96	36
Toronto	2011	322	184	138	43
Denver	2010	354	216	138	39
Portland	2009	334	217	117	35
Scranton	2008	371	240	131	35

#### **Registration Fees**

Location	Year	Early			Late		
		Students	Regular	Exhibitor	Students	Regular	Exhibitor
Albany	2014	150	230	330	200	280	380
San Juan	2012	180	270	315	230	320	365
Toronto	2011		285*				
Denver	2010		255				
Portland	2009						
Scranton	2008	150	200		175	240	

\*C\$ - was approx. the same as US\$

### **Special Registration Issues**

- **Exhibitors:** Hotel policy on exhibitors vary by hotel, thus the Local Host needs to discuss costs and requirements. For example some hotels require a liability waiver or insurance. Hotels generally charge for table space and phone/electrical outlets used by exhibitors, so it is critical to determine these charges prior to developing a price for exhibitor registration. At least one representative from an exhibitor enterprise must register. Registration materials given to the Webmaster (Shahroukh Mistry) should describe clearly what the exhibitor will receive for the baseline registration price. Exhibitors who request items not included in the baseline registration (e.g., extra tables, phone lines, electrical outlets) should be charged accordingly and specific extra needs are made between the exhibitor and the hotel. NASBR will not

absorb the cost of additional items requested by exhibitors, but will be referred to negotiate with the hotel.

- Spallanzani Fellows and Villa Award Winners: Spallanzani and Villa Award Funds cover all expenses including registration, hotel, banquet ticket, airfare to the host city, and a per diem for the awardees. The appropriate committees will inform the Local Host of Spallanzani and Villa awardees (if any) as soon as they are identified. The Local Host should offer early registration rates to the Spallanzani and Villa awardees regardless of the timing of their registration. The Local Host should insure that banquet tickets for the Spallanzani and Villa Award winners are included in their registration packets. The cost of registration and banquet tickets will be reimbursed by NASBR.
- Lifetime Members: Lifetime members are NOT to be charged a registration fee but will be registered on the Cvent site through a code provided by the Program Directors. NABSR has six living lifetime members at the time of this writing, James Findley, Margaret Griffiths, Tom Griffiths, Roy Horst, Merlin Tuttle, and John Winkelmann.

### **The Meeting Web Page**

Web pages for annual NASBR meetings are hosted on the main NASBR website ([www.nasbr.org](http://www.nasbr.org)) and the Registration site at Cvent. The Local Host should work directly with the webmaster (Shahroukh Mistry) to develop text to be inserted into the meetings web pages. The Local Host shall provide Shahroukh will information about the local aspects of the conference including information about the conference hotel, transportation, restaurants and bars, local sites of interest, and field trips.

### **On-line Registration and Registration Database**

On-line registration currently is organized by Shahroukh Mistry through Cvent, a company with an excellent record of conference registration. Registrants may pay by credit card in a secure manner for the meeting registration, banquet tickets, T-shirts, and field trips. Periodic updates on registrations will be provided to the Local Hosts. Also, registrants will be referred by an online link to the official conference hotel for their reservations for hotel rooms.

### **Abstract Submission and Abstract Database**

Abstract submission is an on-line process on the Cvent registration site. Periodic updates on abstracts are provided to the Program Directors. The Program Directors will create a schedule of presentations, both oral and poster, following the closure of the abstract deadline for submissions.

### **Other Meeting Events That Require Help from the Local Host**

- Student Prize Competitions: The Student Honors Competition is organized by the Chair of the Student Honors Awards Committee and may need the Local Host to

contact a local business for the purpose of having award plaques created and engraved and/or certificates printed.

- Auction: Since 2006 NASBR has held an auction to raise funds for the Spallanzani Fellowship. The auction usually is held the night of the banquet (usually a Saturday) at the same location as the banquet. The details of the auction are arranged by a BoD member (Chair of Auction Committee). The Local Host should arrange to provide space to store donated auction items prior to the auction.
- In 2007, the BoD supported developing Breakfast or Lunch with A Scientist and this activity has been strongly supported each year since that time. Mentors will be invited by the Student Representatives to the BOD to be available for breakfast/lunch with students. Everyone will pay for their own meal if a lunch.

### **Meetings Logo and T-shirts**

The Local Host should develop a meeting logo, the cost of which should be rolled into the registration fees. Most Local Hosts offer t-shirts emblazoned with their conference logo or another work of a local artist. Many people purchase a new NASBR t-shirt every year! All proceeds from the sale of such items should be returned to the NASBR Treasurer for deposit in the general operating fund or in a special fund designated by the Board of Directors for a particular year.

### **Publishing NASBR Abstracts**

All abstracts will be published by *Bat Research News*. Following the meeting, the on-line abstracts will be edited by the Program Directors to accommodate program changes that occurred during the meeting. Then abstracts will be sent to the Editor of *Bat Research News* in electronic form for publication in the Fall issue for that year.

### **Post-Meeting Reports**

The Local Host is responsible for producing two post-meeting reports by December 31 of the year in which the meetings are held. The first report is a written narrative of the attendance and summary of the main events of the meeting to be conveyed to the chair of the BoD who, after consultation with the Program Directors will forward it to the webmaster for posting on [www.nasbr.org](http://www.nasbr.org). Examples of previous year's summaries can be found on the [www.nasbr.org](http://www.nasbr.org).

The second report is a detailed financial report of the meetings. Minimally, the report must include a summary of all inflows and outflows from the account established for the meeting, and a tally of the registration numbers and prices (as per the tables summarizing attendance and registration fees on Page 5 of this document). This report should be submitted to the Treasurer for tax preparation purposes. Questions about this financial document should be directed to the NASBR Treasurer.