



**PATH Intl. Conference and Annual Meeting
Host Committee Notebook**

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**Future Dates For
PATH Intl. Conferences**

2023 October 26 – 28th
Hotel: Embassy Suites
Preconference Education Day: TBD
Concord, NC

2025 Denver, CO
Hotel: TBD
Pre/Post Education Day: TBD

2027 Denver, CO
Hotel: TBD
Pre/Post Education Day: TBD

Please look for future dates to be announced soon. If you have any questions, you may contact the PATH Intl. Education Coordinator at the PATH Intl. office, education@pathintl.org, 303-452-1212 ext. 122.



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Conference Organizational Structure

Conference Organizational Structure

The PATH Intl. Conference is a project that is created has historically been an annual event but in the coming years the international conference will be held every two years. It is an event that has evolved over the past years and has become an important gathering for PATH Intl. and the therapeutic riding community. The structure of each conference varies with the host region and location, along with the amount of input a local committee is willing and able to put into the event.

Though there is representation from across the nation and sometimes-international attendees, most of the participants at the international conference are from the immediate region and surrounding states. The conference brings together many people in the region and has made the region stronger.

A conference state location is determined at least two or more years in advance. A region may decide to host the event and send a letter of intent to the PATH Intl. office. Many factors go into deciding the location where the conference should be held. Such factors are, the location of the potential state in respect to past conference sites, is the state affordable for us to hold the conference, etc. Next, the building of the conference starts to take place. One of the first tasks of the conference committee is to identify a conference chair, committee chair people, and additional chairs, as the committee perceives necessary. Another task in the beginning is to locate facilities where the Pre/Post Education Day can be held, and the PATH Intl. office will begin to identify potential hotel sites.

PATH Intl.'s International Conference usually falls in October or November depending on location availability. Currently we plan for attendance of 500. The conference is three days, two full days for the conference and 1 day for a pre/post education day. The conference starts the evening before the event with an opening session(s) and exhibitor party with education and networking the next two days.



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The Work Forces Behind the Conference

PATH Intl. Staff

The staff takes care of all the administrative duties that are associated with the conference. They are the event management. The staff approves and signs all contracts with the hotel and outside vendors. The staff handles all the registration responsibilities, as well as, the scheduling and programming duties.

Health and Education Advisory Group

This PATH Intl. committee helps prepare the Call for Abstracts and scores the abstracts submitted for the conference. They assist in forming the educational program/content of the conference. They also provide input for content based on previous conference year evaluations.

Conference Host Committee

An important part of a successful conference, this group puts the regional flavor into the conference. Besides making people feel welcome to their region, this committee may work on assisting the PATH Intl. staff in finding the appropriate facilities and local vendors. They may also choose to plan, a welcoming reception, have a volunteer office, and even provide decorations. This regional group forms various committees to work on special conference needs.

The following will provide you with information and ideas on what has been necessary to help create the PATH Intl. conference in the past. Remember that there may be things that you would like to add to enhance the conference or things that your group does not feel comfortable doing. Just let the PATH Intl. office know so that we may plan accordingly. There are financial considerations on some of the suggestions. Let's see if we can make them all happen!

Here are some suggested committee areas, functions and responsibilities that we have found work well in coordinating a conference. Please remember that the structure of each conference may vary with the host region and location, along with, the amount of input a local committee is willing and able to provide.



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General Volunteer Information

It takes volunteers to make the conference a success. These people help do a variety of tasks during the conference week.

We would like to provide all volunteers with free conference registration; however, it is cost prohibitive to do so. However, all volunteers who work a shift for a minimum of 4 hours will receive a meal ticket (except for the Saturday Night Banquet) for the day they volunteer. The shifts cannot be accumulated; 2 hours on Thursday and 2 hours on Friday. For example, if a volunteer works on Friday from 8am to 12:30pm, their lunch will be provided on that day. If that does not work for them, they will receive a merchandise coupon to use at the PATH Intl. Merchandise Booth while it is open at the conference. Please be aware that the volunteer must specify which form of reimbursement, meal ticket or merchandise coupon, he or she prefers, at least a week prior to the event. If such assistance is needed, be sure to discuss this with the PATH Intl. office well in advance of the conference.

The PATH Intl. office can assist in locating volunteers through our attending PATH Intl. Board of Directors, PATH Intl. Regional Representatives and attendee's list.

When considering the volunteers for each area, you may want to take into consideration the responsibilities and tasks they will be asked to do. The following pages will assist in defining the necessary responsibilities and tasks in all the conference areas.

Conference Chairperson

Someone must be identified as the chairperson for the conference. This person is the main contact for the PATH Intl. office and the conference committee. They will work between the committees and the office. Some regions wish to have two people share this as Conference Co-Chairs.

Some of the responsibilities and skills that make a great Conference Chairperson are:

- Great organizational skills
- Great communication skills
- Well known in the community

This individual will organize meetings throughout the conference-planning year. The chairperson will be responsible for identifying appropriate committees and a chairperson for each.



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Following are the recommended committees and tasks that have worked well in the past.

Conference Committees

Hospitality Committee

This is a good place to show off your region. This group helps the association welcome the attendees to the conference in a variety of ways. They manage the registration bags and assist conference attendees with any special individual needs they may have.

The group will be responsible for identifying local medical professionals. It should develop an emergency phone number list. The PATH Intl. office may call upon this group to help locate volunteers to assist some of our special-needs individuals. For example, an individual attending our conference may be visually impaired and need help getting from one meeting room to the next. Perhaps this group can identify individuals that can assist with special needs, (e.g., someone who knows sign language.) They can also help by identifying local vendors for some of the supplies we may need such as flowers, printers, transportation, etc. A list of places to visit along with information on the local area should be made available to attendees at a concierge table. Working closely with the hotel concierges can be helpful. One of the main and fun tasks for this group is finding items and materials for the registration bags like magnets, candies, etc. that are donated and put them into bags that are given out at registration. There will be a time arranged for your volunteers to stuff the bags just prior to the opening of the conference registration. If desired, a table can be set up near the registration area or the exhibit hall to facilitate their work. This group is not to purchase services but give attendees suggestions on where to obtain any services they need.

Responsibilities for Hospitality are:

- Identify if a chairperson is needed and who that person should be.
- Decide on and obtain give-a-ways for the registration bags given out at registration. Get these items donated. Any number of items donated is ok but we do plan for 700 attendees.
- Collect, store and then deliver any give-away items.
- Recruit people to be on the committee. The number of volunteers and days volunteers would be needed depends on your planned activity.



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Silent Auction Committee

This committee helps obtain silent auction items as well as working the silent auction at the conference. This will include decorating the auction tables, displaying the auction items, and monitoring the auction during the conference. At least two people should always be scheduled to help run the silent auction. People assigned to help with the silent auction will work closely with the Silent Auction Host Committee Chair.

Responsibilities for the Silent Auction Committee are:

- Identify a chairperson.
- Obtain items for the auction and get these items donated.
- May need to pick-up, store, and deliver the silent auction items.
- Decide on what decorations will be used in the setup of the auction tables.
- Display the items prior to the opening of the auction.
- Submit schedule for table monitors to the PATH Intl. office.
- Recruit people to be on the committee.
- Collect and log items that come in on site.

At the conference, volunteers are needed to help set up the auction starting the day prior to the opening of the auction. Volunteers will be organizing and setting out the auction items for display. This may include moving boxes and light lifting. The rest of the time the volunteers' primary task is to encourage people to participate in the auction, answer any questions about how to participate and simply to watch over the items.

When the auction closes, a variety of tasks will need to be accomplished. The Silent Auction Chair will be collecting bid sheets, moving items, processing credit cards, collecting money, matching items with bid sheets, etc.

If you want to shorten the working hours for each volunteer, more volunteers may be used if you have them available.

Volunteer Committee

It takes volunteers to make the conference a success. These people help do a variety of tasks during conference week. Other than the areas previously mentioned, this group through a volunteer coordinator, helps identify the tasks that require additional volunteers. This group should first identify a chairperson as the volunteer coordinator. Then, they will



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recruit volunteers for the special areas and prepare a work schedule. Ideally, having a list of about 100 volunteers willing to give their time around and during the conference is recommended.

Here are some areas that are known to need assistance from volunteers, in addition to the other volunteers already mentioned—Silent Auction, Pre/Post Education Day, etc. Other areas may be appointed if a need is identified.

1. PATH Intl. Registration Desk
2. PATH Intl. Merchandise Booth
3. Ticket Takers for Functions
4. Speakers Assistance /Room Monitor
5. Preconference Education Day

PATH Intl. Registration Desk

This is a great way to meet all conference attendees. These volunteers should know that a lot of talking goes on at the registration desk! The primary task for the volunteers in this area is to hand out the conference registration bags and badges. This may involve going over the components of the badges and contents of the bags with individual attendees. Should there be any questions on the content of the packet, the attendee is then instructed to go to a PATH Intl. staff member for assistance. Volunteers might be standing for a length of time.

At the conference, the registration desk will need volunteers throughout each day. For more details on volunteers for the PATH Intl. registration desk please see the attached example schedule. If you want to shorten the working hours for each volunteer, more volunteers may be used if you have them available. There will be volunteer training for the registration area.

PATH Intl. Merchandise Booth

Volunteers that love to shop will love working here! It all starts with setting up the booth, the day prior to the Exhibit Hall opening. Volunteers are needed to organize and display the merchandise. This may include moving boxes and light lifting. Once setup, the volunteers' primary task will be to help keep the merchandise organized, on display, and available for selection. This includes folding shirts, checking availability of sizes, setting out books, etc. A PATH Intl. staff member will be available to handle the money and process credit cards.



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At the conference, the merchandise booth typically needs volunteers for 4 days. If you want to shorten the working hours for each volunteer, more volunteers may be used if you have them available. There will be volunteer training for the merchandise booth.

Room Monitors

Room Monitors are responsible for assisting the speakers during their sessions. Each speaker is assigned a room monitor during the speaker's sessions for the following purposes:

- Verify conference registration id.
- Encourage and support attendees with session evaluations.
- Introduce the speaker.
- Assure all handouts are distributed.
- Act as timekeeper, making sure the session starts and ends on time.
- Verify the audiovisual equipment is correct.
- Assist the speaker with any additional needs for the presentation, like dimming the lights, etc.

Speakers' Assistants

This group will:

- Help recruit room monitors.
- Prepare a schedule of room monitor assignments for the PATH Intl. office.

A good resource for recruiting volunteers for this task is to recruit from the individuals attending the sessions. The PATH Intl. office can work with Speakers' Assistants to create a list of room monitors and decide who will introduce speakers. If you want to shorten the working hours for each volunteer, more volunteers may be used if you have them available.

Typical Conference Deadlines

The following deadlines which must be met by the PATH Intl. office are guidelines to give the Host Committee an idea of the types of deadlines and the general amount of lead time with respect to the conference.

24-18 Months Out

Committee Chair designations

Conference marketing theme & logo developed

12-10 Months Out

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Call for abstracts of conference presentations

9-6 Months Out

Contracts negotiated and signed
Advertising begins
Speaker confirmation letters sent
Exhibitor and sponsorship solicitation brochures and letters sent
Silent Auction requests sent

6-5 Months Out

Award nominations
Attendee registration brochure produced and mailed
Sponsors (for inclusion in registration brochure)
Exhibitors (for inclusion in registration brochure)
Abstracts (for inclusion in registration brochure)
Press releases sent

2-1 Months Out

Award photos for slideshow
Silent Auction items
Registration bag stuffers

Expected Frequency of Meetings between Host Committee and PATH Intl. Staff

January-July

Monthly meetings

August-September

Bi-monthly meetings

October-Conference Date

Weekly meetings

PATH Intl. Staff Site Visit

September



**PATH Intl. Conference and Annual Meeting
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Finance and Budgeting**

Financial Policies

Contracts

Venues and vendors which are used for the PATH Intl. Conference and Annual Meeting usually require the signing of contractual agreements between the association and the other parties. Contract negotiations are done through PATH Intl. staff and other parties. ALL contracts must be approved and signed by the PATH Intl. CEO.

Budgets

Conference

The Annual Conference is governed by a budget which is approved by the PATH Intl. Board of Directors.