

Guidelines for Hosting a District 23 Conference

Document Control

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1. General

Each District must hold at least one Conference per biennium, in the year preceding the International Convention i.e. the odd-numbered calendar year. Conferences must be held prior to December, and preferably prior to November in order to provide sufficient time for:

- (i) The International Bylaws and Resolutions Committee to review and report proposed resolutions and bylaws amendments, and
- (ii) Zonta International to contact the Governor-Elect.

The Zonta International President-Elect approves Conference dates. A member of the Zonta International Board serves as International Representative at the District Conference. Consultations with the Governors of Districts 16, 22 and 24 are desirable prior to submitting proposed dates to Zonta International.

The following are important phases to hosting a District Conference.

- Expressions of interest are sought by Area Directors, ideally on a rotational basis, or by the Board.
- A letter from a club (representing the Area), expressing interest to host the District Conference, is to be lodged with the District Board within the first quarter of the year (uneven year) of the preceding District Conference.
- If no expression of interest is received, the Board invites the other Area(s) to submit an expression of interest.
- The Board will review applications and ask the successful club to prepare a detailed proposal to the Board. Upon receipt of the proposal, and with agreement of the Board, the District Governor will advise the successful club in writing.
- The hosting of the District Conference will include the pre-planning and finalisation activities.
- At the conclusion of the preceding Conference, the next host Area will deliver a 10 minute presentation and issue an invitation for Zontians to attend the next District Conference.

2. Phase 1

2.1 Expression of interest letter

The expression of interest letter from club/s should state their willingness to hold a conference and their capacity to do so. Area Directors should make proposing club/s aware of their responsibilities.

3. Phase 2

3.1 Presentation of detailed proposal

The proposal should be submitted, at a date indicated by the Board, in the odd year preceding the conference to allow time for Board review. The Governor and District Treasurer or delegate can negotiate the final contract later in the biennium. The proposal must comply with the requirements outlined in the District Conference section of the District Manual.

3.2 Contents of the proposal

The proposal to the District 23 Board must include:

- Information regarding the venue/function centre, capacity of centre to host a full program including break-out sessions (use previous Conference information). Venues should be able to cater for everything connected with the District Conference and it should not be necessary for any part of the Conference to be held externally – social events excluded.
- Wheelchair access to everything, including accommodation, is imperative.
- Availability and anticipated cost of accommodation at venue and close by.
- Availability of rooms for business and social events.
- Information from local tourism authority to support the conference proposal.
- Where available, information regarding available sponsorship e.g. State Government, Local Government, and any other suggested businesses etc.
- Details of travel availability to the Conference location.
- Intended social events.
- Supporting letters from local City or Town Council, Tourism Body and other Zonta clubs would be advantageous.

4. Phase 3

After the current District Conference, the Governor-Elect will appoint a Conference Chairman and liaise with the Chairman to convene a Conference Committee.

It is important that the newly appointed Conference Chairman liaises with the Chairman of the previous Conference to ensure all relevant items such as flags, reports, etc. are handed over.

This phase covers the pre-planning period, the actual Conference and the finalisation of Conference activities including the Conference report. The Conference Chairman will liaise with the Governor-Elect (DG from July of even numbered year) who will determine, as a matter of priority, a Conference theme and other relevant requirements. In addition to directions from the Governor elect, the planning phase should be based on information provided from previous conferences, including participants' evaluations.

During this phase be guided by the current Zonta International District Conference Document.

The main Conference Committee usually consists of the following members –

- District 23 Governor
- Conference Chairman
- Conference Secretary
- Conference Treasurer
- Registration Chairman
- Protocol Coordinator
- Venue/AV Coordinator
- Events Coordinator
- PR/Newsletter Chairman
- Sponsorship Coordinator
- Area Director

Depending on the situation, the committee may vary from time to time. The timing of meetings will also be determined by circumstances, but should be held at least monthly. It is expected that the frequency will increase in the early planning phase and closer to the actual event. These meetings do not always need to be face-to-face.

The fundamental principle is that the Governor is kept fully informed.

4.2 Budget

Historically expected District Conference attendance is in the region of 180/200 delegates. Therefore, budgets should be prepared based on 160/180/200 attendees and the appropriate registration fee set *pro rata*.

The Conference Treasurer, along with the Conference Coordinator, will prepare this budget and submit to the District Board for approval.

Using budgets available from previous Conferences assemble a draft budget including:

- 4.2.1 Average cost of accommodation, single and shared
- 4.2.2 Venue hire costings
- 4.2.3 Hire of equipment costings
- 4.2.4 Advertising and promotions
- 4.2.5 Speakers' gifts and fees where applicable – to minimise costs associated with accommodation and travel speakers should be drawn from the host State where possible
- 4.2.6 Costs for guests
- 4.2.7 Printing
- 4.2.8 Materials for participants e.g. satchels – regular attendees have a collection of satchels, the idea is to keep items useful and economical
- 4.2.9 Lunches x 2, morning/afternoon tea x 5 during business sessions
- 4.2.10 Optional extra, Conference Dinner. Other social events to be suggested.

A 15% increase in costs needs to be added as cost will increase by time of Conference.

Apportionment of costs between District and the Conference budget are outlined in Attachment A at the end of these guidelines.



ATTACHMENT A

**ALLOCATION OF CONFERENCE COSTS BETWEEN
DISTRICT AND CONFERENCE ACCOUNTS**

DISTRICT COSTS	CONFERENCE COMMITTEE COSTS
Business Call to Conference.	Expenses of speakers.
District Board registration.	
Conference Chairman – registration / dinner / 3 nights shared accommodation.	
District Parliamentarian – registration / Conference dinner.	
Governor’s suite (usually upgraded at no cost).	
Half cost of District Award winners’ travel (home hosted).	Half cost of District Award winners’ travel (home hosted)
ZI Representative’s costs (meals / accommodation), pre and post conference, (2 nights).	ZI Representative’s costs (meals / registration / accommodation) during conference, (3 nights).
District Board costs (travel, meals etc.) during Board meeting and Conference (incl. Conference Dinner).	
Room for board meetings Thursday and Sunday afternoon (if not complimentary).	
Welcome /or Governor’s Reception – or similar event: will pay for District Board, International Representative, Vice Area Director, Centurian and ZIF Ambassador.	Welcome Reception – or similar event should be part of the Conference fee.
District Conference Report and distribution.	Use-on line information where possible. Program Handbook and all conference printing if appropriate.
Z Clubs and Golden Z Clubs	50% of Delegates daily package cost for members of Z and Golden Z Clubs from the state in which conference is held. Maximum payment for 1 day per member.

Complimentary Room (if received) for rooms booked:

These free rooms should be allocated to the Governor in the first instance and then to the ZI Representative.

Conference Dinner:

This is an optional event and should be costed separately from registration. Costs should include any free dinners for donors, awardees and the International Representative.

Raffle or Silent Auction:

Any raffle must be costed separately and profits donated to the Zonta International Fund of the Governor’s choosing.