

TERMS OF REFERENCE

Host Committee CSAE Conferences

Role of the Host Committee

The mandate of the Host Committee is to assist CSAE in creating and delivering a successful Conference while highlighting the unique characteristics and benefits of the host city. The Host Committee is accountable to the CSAE President and CEO as well as to the VP, Learning and Innovation.

The Committee serves for a period of up to one year, until one month following the event. The Committee will meet on a monthly basis. Video meeting arrangements will be made by CSAE. CSAE staff will establish the meeting agenda, always in concert with Conference Host Committee Co-Chairs.

Host Committee Composition

The Committee is comprised of:

- 1-2 CSAE Executive members from the host area or region
- All lead supplier partners involved in the execution of the event (Tourism bureau, host venues)
- CSAE Conference staff team

Responsibilities

The Conference Host Committee commits to fulfilling the following responsibilities:

- Assist in the promotion of the Conference among local members, prospects, suppliers, and exhibitors
- Plan and execute on host reception as determined in conference schedule
- Propose possible *new* sponsorship leads and opportunities, in particular from local sources
- Mobilize and coordinate local member volunteer resources both in advance and during the Conference
- Assist in sourcing or recommending services as identified by CSAE Staff, such as transportation, entertainment, photographer, security services etc.
- Plan and execute optional programming for delegates while visiting host city

The CSAE staff team will support and fulfill the following responsibilities:

- Negotiate the details of all sponsor agreements and is accountable for deliverables
- Develops and manages event critical path
- Solicit sponsor leads and follow up on leads from committee
- Approve and execute all marketing, communications, signage and printing
- Manages and is accountable for the event budget
- Signs all contracts and commitments
- Prepares and circulates all RFPs
- Liaises with conference suppliers and venue(s)
- Manage all aspects of registration, website and event apps

- Develops scripts and run of show
- Liaises with selected speakers/agents and speaker logistics
- Manages all aspects of exhibits (if applicable)
- Manages post-event evaluation and reporting

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