

PROGRAM COMMITTEE

Revised June 2015

PURPOSE Plan, organize, direct, and manage the Annual Conference.

RESPONSIBILITIES

CONFERENCE YEAR

1. Confer with the Executive Committee and set parameters on the upcoming Conference including conference budget, conference program, program theme, and timeframe.
2. Develop a tentative planning schedule and task list that ensures the timely completion of Conference arrangements and tasks. Refer to the section regarding Conference Demographics and EXAMPLE 11 for the General Planning Guide.
3. Work with the Networking Sessions Committee to coordinate the Monday Night Event (MNE), if held (Reference Networking Sessions Committee Standard Operating Procedures). A member of the Program Committee shall be appointed to the Networking Sessions Committee for coordinated planning purposes.
4. Verify Annual Conference logistics, meeting areas, set-up arrangements, meal planning, and other details as required. Finalize pending contract items.
5. Draft the Annual Conference program schedule, announcement letter and registration information. Secure approval from the President for each product. Finalize the products and release the information to NCSSSA members by early April. (Examples 12 and 13)
6. Identify Annual Conference supplies needed and ensure that supplies are ordered, quantities verified, and manage delivery of supplies to the Annual Conference site.
7. Confirm that all speakers are committed through written notification. Monitor hotel registration and Annual Conference prepayment registration. Review Annual Conference budget projections with actual receipts. Notify the Executive Committee of status and any fiscal adjustment requirements.
8. Finalize Program Booklet and secure authorization for printing costs. Review Program Booklet template prior to printing -- correct any errors. Upon completion, make arrangements to ship booklets to the Annual Conference site.
9. Develop and release any special instructions to individuals who will actively moderate sessions or perform conference functions. Instructions should clearly identify the

specific role or mission each is to accomplish.

CONFERENCE

10. Coordinate all scheduled activities and resolve any unforeseen problems arising at the Conference. Provide final meal counts to hotel personnel within contract requirements. Ensure that program schedule is followed and/or adjustments made to facilitate a smooth Conference.
11. Work with the Treasurer to closeout any conference bills. Report any unforeseen expenditure to both the President and Treasurer.
12. Within 30 days following the Annual Conference, prepare and provide the newly appointed Program Chair with a complete briefing of the Committee's activities including a transfer of the records. Serve as a technical resource to facilitate and advise the newly appointed Program Chair's assumption of duties.
13. The Chair or designee shall prepare and present a Committee Report at the Annual Conference, highlighting committee activities. The written report must be prepared consistent with the Secretary's prescribed requirements.
14. The outgoing Chair shall prepare and submit the Program Committee's proposed procedural changes to the Governing Documents Committee within 30 days following the Annual Conference. Changes may also be recommended during the conference year if deemed necessary and appropriate.
15. The Chair may be designated as a full member of the Governing Documents Committee at the discretion of the President.

CONFERENCE DEMOGRAPHICS

Each Annual Conference is different and tied to numerous variables. Central to any Conference is maximizing NCSSSA member and federal representatives' participation. Also central is the fiscal condition of the Conference. The Annual Conference cost should not exceed the approved Conference budget.

The following represent general guidelines to facilitate Annual Conference planning. Again, each Annual Conference is unique and these guidelines should be viewed accordingly.

CONFERENCE DATA

GENERAL

Time	September beginning in 2016
Length	Sunday, Monday, Tuesday, and Wednesday
Daily Schedule	7:00 am - 5:00 pm; evenings optional
Business Sessions.....	Minimum of two; 1st & 4th days
Meals.....	Optional - contingent upon budget –typically alternate plated and buffet to allow for variety. Wednesday breakfast is continental
Monday Night Event.....	Optional - contingent upon budget and location
Meeting Rooms.....	Accommodate 75 attendees, classroom style, minimum of one MIC
Program Booklets.....	100 booklets
Networking Room.....	Schedule included in the Program Booklet as Communicated by

the Networking Sessions Committee

PROGRAM BOOKLET

The Program Booklet is an essential tool of each Annual Conference. The Program Booklet not only outlines the Annual Conference schedule, it also typically identifies elected officers, committee assignments, Constitution, Bylaws and member roster/ mailing information. Program motif, design, and content are discretionary; however; the Program Booklet should be viewed as a tool used throughout the year and as an NCSSSA publication.

The Program Booklet printing should be scheduled as near as possible to the Annual Conference to allow for last minute changes. However, one should allow sufficient time to order, proof, and print in time for delivery no later than 2 weeks prior to the Annual Conference. Postage shall be at NCSSSA's expense.

Since a preliminary Program agenda is provided to NCSSSA members via the Conference Announcement, the Program Booklet will be released at the Annual Conference. The registration packet shall provide a booklet to each registered attendee. At the conclusion of the Annual Conference, surplus books shall be given to the Regional Vice Presidents for distribution to Administrators within his or her region that were not in attendance.

HONORARY GIFTS

The Program Chair, as has been the custom and is subject to availability of funds, may select, at NCSSSA's expense, a recognition of service gift for the outgoing President and Executive Committee members. All other recognitions will be made in accordance with the Tribute & Announcement Policy.

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS
Annual Conference General Planning Guide
(Based on September Conference Date)**

TASK	O	N	D	J	F	M	A	M	J	J	A	S	O
	c	o	e	a	e	a	p	a	u	u	u	e	c
	t	v	c	n	b	r	r	y	n	l	g	p	t
Brief Incoming Chair	X												
Review SOPs	X												
Contact Host Administrator	X												
Review Executed Contracts with Hotel	X									X	X	X	
Review Prior Year Evaluation Results for needed changes	X	X											
Draft Block Program Schedule		X	X										
Monitor Budget		X	X	X	X	X	X	X	X	X	X	X	
Determine Theme and Logo		X											
Request topic ideas from membership			X	X	X								
Invite Speakers (also keynote) for each topic session					X	X	X						
Select/Order Registration bag items (cups, notepads, bags)					X	X	X	X					
Designate Menu Sub-Committee					X								
Develop Session Topic ideas, including items from Spring Meetings						X	X						
Revise Conference Announcement document						X							
Issue the TBD agenda to membership							X						
Review schedule with Networking Sessions Committee						X	X	X	X	X	X		
Review and set conference registration fee						X							
Executive Committee approval on Conference						X	X						
Conference Announcement Finalized and Issued								X					
Select/Order Executive Committee gifts							X	X					
Menu Sub-Committee Finalize Menu Selections									X	X			
Arrange Color Guard									X	X	X		
Update Program Book information									X	X			
Finalize Speakers for each topic session									X				
Arrange AV services										X	X	X	
Invite Moderators and assign topics										X	X		
Monitor registrations and blocked room										X	X	X	
Determine Non-Participant Meal Costs										X	X		
Print Program Books											X	X	
Communicate with Moderators their duties/responsibilities											X		
Request presentations from speakers for the master conference file												X	
Finalize attendee count with hotel (room set up, catering)												X	
Conduct Conference												X	
Survey Attendees on Satisfaction of Conference (Review results)												X	X
Close Out Hotel Billings												X	X
Brief Incoming Program Committee Chair													X

NCSSSA National Conference of
State Social Security Administrators

**(Insert date) ANNUAL CONFERENCE City,
State**

NCSSSA INTERNET ADDRESS: <http://www.ncsssa.org>

Date (Insert date)
To State Social Security Administrators, State Officials, Federal
Officials, Retirees, and Guests
From (Insert name)
First Vice President, NCSSSA
Regarding (Insert number) Annual NCSSSA Conference Sunday ____,
20__ through Wednesday ____, 20__

It is my pleasure to invite you to the (insert number) Annual Conference of the National Conference of State Social Security Administrators (NCSSSA) being hosted by the great State of (insert state), (insert date) through (insert date), (insert year) at the (insert hotel name) in (city).

The NCSSSA Annual Conference offers an important opportunity for State Social Security Administrators, Social Security Administration (SSA), Internal Revenue Service (IRS), and Treasury Counsel Officials to interact and communicate on important issues. The conference program is designed to cover a variety of topics, relevant to both state and federal partners, encouraging active exchange among attendees and invited guests.

Who Should Attend the Conference and Why?

- New State Social Security Administrators and/or new staff or other state officials.
- Current State Social Security Administrators and staff or other state officials.
- Public Pension Plan officials and staff.
- State payroll/wage reporting officials and staff.
- IRS officials and staff involved with state and local FICA and/or employment tax matters.
- SSA officials and staff involved with state and local governments' coverage, benefits, and W-2 reporting matters.
- Anyone interested in discussing and sharing matters of concern and interest to state and local government employers throughout the country.

The NCSSSA annual conference involves the discussion of topics of current interest and importance to state and federal officials involved in state and local Social Security/Medicare and employment tax matters.

If you have any suggestions for topics, are willing to participate in the presentation of information, would like to be a panelist or the moderator of a group discussion at the conference, please contact (insert name), First Vice President, as soon as possible, but *no later than (insert date), (insert year)*. E-Mail to: vicepresident@ncsssa.org.

EXAMPLE 12 (continued)

The specific topics and timing of the sessions vary from year-to-year, depending on which issues are of the most immediate concern. The specific agenda items and schedule for the 2014 conference are currently being finalized. A few of the anticipated (not all-inclusive) topics are listed below.

- Consolidated Entities including successor and predecessor issues
- Universal Social Security and the effect on Public Pensions
- 218 Council Update
- Legislative and regulatory update regarding WEP/GPO, universal Social Security, financial status of the Social Security and Medicare Trust Funds and implications for the national budget & long term sustainability of both Trust Funds, national health care issues/status & impact on state and local governments, etc.
- Mandatory and Optional Exclusions, What they are and what they mean
- 'FICA Equivalent' and 'Qualified' plans
- Rehired Annuitants
- IRS – Status of Assessment Tool
- SSA – Elected officials exemption
- SSA – Defined Contribution Plans, What newly created plans mean to Section 218 coverage.

NOTE: Agenda items in the program that are marked '*Closed Business Session (State Officials Only)*' are for any State Social Security Administrator, state payroll or wage reporting officials, and/or state staff and officials attending the conference.

Additional topics and ideas are welcome. If you are interested in discussing other topics, please send an email by *(insert date)*, *(insert year)* to: vicepresident@ncsssa.org.

We will update the conference announcement online as feedback is received and details are finalized. Please periodically check the NCSSSA website for new information about the conference agenda. (www.ncsssa.org)

Please note:

Members of the Program and Networking Sessions Committees should plan to arrive on Saturday, *(insert date)*.

Members of the Executive Committee should plan to arrive in time for the Executive Committee meeting scheduled for *(insert day / time)*, *(insert date)*.

All other Committee members should plan to arrive Saturday, *(insert date)*, to attend any Committee meeting called for Saturday afternoon and Sunday morning.

All state representatives participating in the *(insert year)* Annual Conference should plan on attending the Conference Business Session & Regional Caucuses, scheduled to begin at *(insert time)* on Sunday, *(insert date)* and also on Wednesday, *(insert date)*. The conference does not close until Noon on Wednesday.

IRS and SSA officials will be invited to join the Regional Caucus meetings, beginning at *(insert time)*, on Sunday, *(insert date)*.

Conference registration will be available in the Networking room on Saturday evening from 6:00- 8:00 pm.



**National Conference of
State Social Security Administrators**

**(Insert number) Annual Conference
Conference Registration Information**

The Early Bird Conference Registration fee is **\$(insert amount)** for state administrators, federal officials, and governmental employer representatives and staff members if paid by (insert date), (insert year). **After (insert date), the Annual Conference Registration rate is \$(insert amount).** If you intend to bring family members or guests that you would like to include in any meals, please contact Rick Beckstead at the number below for additional information. The registration fee for retired state administrators and retired staff members has been waived; however, NCSSSA will need a completed registration form for each person attending.

To receive the Early Bird rate, submit your registration forms and the total registration fees no later than (insert date). Make your payment by check payable to NCSSSA (NCSSSA Taxpayer Identification Number: 23-7413834). **If you wish to pay by credit card, please contact** (insert Treasurer's name) **directly at (insert phone number).** All attendees must pre-register by completing and returning the enclosed registration form to:

(Insert Treasurer's name and full contact information)

If you are unable to remit the registration fee prior to (insert date), (insert year), forward your completed registration form(s) no later than (insert date), (insert year). Please indicate on the form(s) that you will attend and that the full \$400 conference registration fee will be paid at a later date.

NCSSSA provides, on request, reasonable accommodations including auxiliary aids and services necessary to provide individuals with disabilities an equal opportunity to participate in all programs and services. Please contact Rick Beckstead no later than (insert date), (insert year), at (insert Treasurer's name and email) or (insert Treasurer's email) to advise of any special accommodations that may be required including special meal requirements. TTY users, please call the Relay Service at 711.

Refunds will be granted for requests received in writing by **(insert date), (insert year).** Refunds will not be granted after this date. No shows are responsible for full payment.

Substitution Policy: If you are unable to attend the conference and have already registered, you may designate another person to take your place. Just complete a registration form for the new attendee and indicate the name of the individual that is being replaced.

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS
Annual Conference Registration Form
(Insert number) Annual Conference
(Insert city, state)
(Insert dates)**

State or Organization:					
Anticipated Arrival Date:		Anticipated Departure Date:			
Name		Title		" Days Attending	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
TOTAL Number of Registrants			x	\$450.00	= \$
EARLY BIRD DISCOUNT FOR PAYMENTS RECEIVED PRIOR TO JUNE 30, (insert year) --- \$25 Per			X	-\$25.00	\$-
GRAND TOTAL REGISTRATION FEE PAID:					\$
Please list any special dietary needs or accommodation requirements:					

The Monday Evening Event is included in your registration fee if it is planned for this Annual Conference, attendance continues to be optional. For planning purposes, please mark the box below if you will NOT be attending the event at _____. By checking the box, you acknowledge that no other meal will be provided for you that eve

--

Conference Registration Fee includes participant materials, admission to all sessions, and all meals/events being provided by the Conference. If family or other guests are accompanying Conference participants and would like to participate in any meal or event, please contact the number below for specific costs that can be paid individually.

Fax form to (insert Treasurer's FAX number) and call (Insert Treasurer's name and phone number) for credit card payment, OR return this form along with a check payable to "NCSSSA" to: (insert Treasurer's name and mailing address). NCSSSA's TIN #: 23-7413834

Refunds will only be granted for requests received in writing by **(insert date), (insert year)**. Refunds will not be granted after this date. No-shows are responsible for full payment.

Substitution Policy: If you are unable to attend the conference and have already registered, you may designate another person to take your place. Just complete a registration form for the new attendee and indicate the name of the individual that is being replaced.

Continuing Professional Education (CPE) may be available, depending on the individual certification requirements. People needing CPE credits should contact their licensing/regulatory officials to determine how to obtain CPE credit for attending NCSSSA annual conference sessions.

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS
Hotel Reservation Information**

(Insert hotel) – (Insert city, state)

The (insert hotel) is located at (insert address), (insert city, state). The (insert hotel) recommends using their online reservation site for reservations via the internet. It can be accessed through NCSSSA's Web site (<http://ncsssa.org>) or directly at [\(insert hotel Web site\)](#) using the group code (insert code). You may also contact the Hotel's Reservations Department at (insert phone number). You must identify yourself as a member of NCSSSA group.

Reservations must be made by (insert date), (insert year) to ensure the government room rate of \$(insert amount) plus tax for our block of rooms. Should you decide to upgrade, pricing may be different. Please see the hotel's website for detailed information.

Ground Transportation from (insert airport name) to (insert hotel).

Rental cars are available at the Airport. You may want to make reservations ahead of time. The drive from the airport to the hotel is approximately (insert mileage) or (insert minutes). Valet parking is available at the attendees' expense at a current cost of \$(insert amount) per day. Nearby self-parking is available at a fee of \$(insert amount) per day. Please contact the (insert hotel) for specific rates.

- A cab ride costs approximately \$(insert amount) from the airport to the Central Business District (CBD) for one or two persons.
- Shuttle service is available from the airport to the hotels in the CBD for \$(insert amount) (*per person, one-way*) or \$(insert amount) (*per person, round-trip*). Three bags per person. Call (insert phone number) for more details or to make a reservation.
- Airport shuttle, taxi, or limousine transportation is available to guests at a special rate when reserved online through My Airport Trip. [need website and conference discount code]

Amenities

- Complimentary high speed internet in all guest rooms and meeting space
- Complimentary use of Fitness Center
- Restaurant in hotel
- Outdoor heated saltwater swimming pool
- Complimentary Bottled Water in Room
- Smoke-free property
- Valet parking (fee)

Local Area Sites of Interest and Distance from (insert hotel)

- (insert names)

**NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS
Annual Conference Program Schedule**

THIS IS AN EXAMPLE ONLY

Saturday	Sunday	Monday	Tuesday	Wednesday
Unscheduled		7:00 – 8:00 Breakfast provided	7:00 – 8:00 Breakfast provided	7:00 – 8:00 Breakfast provided
	8:00 – 9:00 Executive Committee Meeting/Breakfast	8:00 – Noon General Session Topics as announced in Program Booklet	8:00 – Noon General Session Topics as announced in Program Booklet	8:00 – 9:30 NCSSSA States Business Meeting
	9:00 – 10:00 Committee Meetings as called by Chairs			Regional Reports - Elections
	10:00 – 12:00 Introduction Session for ALL State & Federal Attendees (Registration materials available)			9:30 – 11:30 Follow-up Q&A session for all attendees
	12:00 – 1:00 Lunch provided	12:00 – 1:00 Lunch provided	12:00 – 1:00 Lunch provided	
	1:00 – 3:30 NCSSSA Business Meeting	1:00 – 5:00 General Session Topics as announced in Program Booklet	1:00 – 5:00 General Session Topics as announced in Program Booklet	
	3:30 – 4:30 State Regional Breakouts			
	4:00 – 5:00 Program & Network Committee Prepare Registration Materials	4:30 – 5:30 Regional Breakouts with Federal Partners		
	5:00 – 6:00 Committee Meetings as Called by Chair	5:30 – 6:00 Unscheduled	Evening Unscheduled	Evening Unscheduled
	6:00 – 8:00 Registration	6:00 – 7:30 President’s Reception and Welcome	Check in Networking Room for Gathering Board	Check in Networking Room for Gathering Board
	Dinner on your own			