

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS STANDARD OPERATING PROCEDURES

PROGRAM COMMITTEE

Reviewed: November 2023 Amended: November 2023 Effective: November 2023

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

RESPONSIBILITIES

1. Confer with the Executive Committee and set parameters on the upcoming Annual 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 Annual Conference Demographics and Form 1 for the General Planning Guide.
3. Work with the Networking Sessions Committee to coordinate the Weeknight Event (WNE) if held (Reference Networking Sessions Committee Standard Operating Procedures). A member of the Networking Sessions Committee shall be appointed to the Program 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. Forms 2, 3, 4 and 5.
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. Secure presenters and obtain commitment in writing. 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.
10. Coordinate all scheduled activities and resolve any unforeseen problems arising at the Annual 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.

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11. Work with the Treasurer to closeout any conference charges due. Report any unforeseen expenditure to both the President and Treasurer.

Universal Committee Requirements: Important additional responsibilities and requirements for this Committee Chair and members are included in the Policy and are a part of this SOP and a duty of this Committee.

CONFERENCE DEMOGRAPHICS

Each Annual Conference is different and tied to numerous variables. Central to any Annual Conference is maximizing NCSSSA member and federal representatives' participation. Also central is the fiscal condition of the Annual 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

Time	September
Length	Tuesday, Wednesday, and Thursday
Daily Schedule	7:00 am - 5:00 pm; evenings optional
Business Sessions	Minimum of two; 1st and 3rd days
Meals	Optional - contingent on budget - typically alternate plated and buffet for variety
Weeknight Event	Optional - contingent upon budget and location
Meeting Rooms	Accommodate 75 attendees, classroom style, minimum of one MIC
Program Booklets	100 booklets
Room Schedule	Included in the Program Booklet. Networking room 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 enough time to order, proof, and print in time for delivery no later than two weeks prior to the Annual Conference. Postage shall be at NCSSSA's expense.

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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.

ELECTRONIC ATTENDANCE

As a general rule, electronic attendance to the Annual Conference will not be made available to participants. However, electronic participation by speakers or presenters may be accommodated in special circumstances and will be assessed on a on a case- by-case basis by the Program Committee in conjunction with the Executive Committee.

FORMS AND DOCUMENTS

Templates to the forms and documents listed below can be found on the Program Committee page of the NCSSSA website at <http://www.ncsssa.org/comm-program.html>. These templates are maintained on the website as some are in Word and some are in Excel. Storing these documents on the website allows for easier access to update them each year.

1. Task List for General Planning
2. Conference Announcement
3. Registration Form
4. Timeline (for inclusion in the program booklet)
5. Agenda (sent with Conference Announcement)