

# Proposing a Field Session for the National Preservation Conference

Are you or your organization involved in top-notch preservation work in the inland Northwest?

This is your opportunity to showcase your work to more than 2,000 preservation professionals from across the United States. What makes your community special? What successes have you had, and where have even your best efforts failed? What can you offer other preservationists as lessons, advice, suggestions, great ideas, and strategies? Show off your significant historic sites, buildings, and landscapes. Demonstrate your strategies to save buildings and local history. Be a part of this once-in-a-lifetime opportunity.

Field Session proposals are reviewed by a selection committee, and may be combined when appropriate with other proposed sessions. We will be looking for the area's **Most Important Places** to show off to conference attendees.

The conference is the premier educational and networking event for community leaders, volunteers, and staff of the historic preservation movement. Field sessions take conference attendees into the community and region for a first-hand look at local preservation projects, topics, and sites, and teach lessons that attendees can apply in their own communities.

## Field Session Manager Responsibilities

Design a field session that focuses on a specific preservation issue or theme and provides an opportunity for attendees to interact with individuals involved in a specific project, topic, and site. Multiple sites can be visited.

- Select and arrange site visits that best demonstrate the focus issue or theme. Develop the itinerary, including a schedule, route and maps. Confirm all arrangements in writing and provide conference staff with a copy of the correspondence.
- Select tour guides, where appropriate, and confirm arrangements in writing. Provide conference staff with a copy of the correspondence.
- Appoint an assistant manager to assist in directing the bus and managing the attendees.
- Develop and adhere to a budget for the field session. Determine method of payment of expenses. Overages are the responsibility of the session manager.
- Dry run (test) the field session in May or June, 2012, with National Trust conference staff or local committee members.
- Accompany the field session. The Field session Manager is the one person who fully understands the schedule and logistics of the event and is responsible for keeping the event on schedule. He or she should accompany the tour group the entire time.

## Budget

- The budget for the field session will be developed jointly by the conference staff and the Field Session Manager. Every effort is made to keep ticket prices affordable, but prices must cover all expenses associated with the field session.
- Assistance in planning and conducting the field session must be on a volunteer basis. The budget for the event does not include salaries or consultant fees.

- Entrance fees are often waived or deeply discounted by sites when they learn the educational objectives of the visit and the nature of the audience—preservation colleagues from around the country. Waiving or minimizing entrance fees helps to keep down the ticket price the National Trust must charge to cover expenses for the field session.
- Refreshments (e.g., fruit, soft drinks, etc.) may be offered. All-day field sessions and those running over the lunch hour must include lunch. Refreshment costs must be included in the ticket price.
- Bus costs are estimated to be **\$25** /per person. Please use this figure when determining your per-person budget. The National Trust makes all the transportation arrangements for the field sessions unless other arrangements are made (i.e. for a session using a boat or trolley or other unusual conveyance).
- A **\$9**/per person ticketing fee must also be factored into the field session budget. This fee covers the administrative costs of ticketing each field session or special event.

### **What you will need**

The below information will assist you with planning your submission for this year's conference. Before you begin, please note that you will be asked for the following during the proposal process:

- Session Title
- Session Manager
  - Including bio
- Assistant Session Manager
- Session Description, 100 word limit
- Learning Objectives (x 4)
- Transportation Type
- Target Audience
- Scheduling
- Itinerary
- Budget

### **Complimentary Conference Registration for Field Session Managers and Assistants**

We are pleased to offer field session managers and their assistants (limited to 2 complimentary registrations per session) complimentary registration, which includes conference registration and admission to the Opening Reception. Those who wish to attend additional special events, field sessions and paid workshops must include payment for these events when they register. These additional event expenses are not included in the complimentary registration.

### **Session Photos**

At least one photo of a site on your field session is required, including the name of the property and to whom credit should be given.

### **Photo Release**

The submitter gives to the National Trust for Historic Preservation the absolute and unqualified right to use in whole or in part, in whatever manner the National Trust may desire, including (but not limited to) use of publicity, audio-visual presentation, and/or promotion, all photographs submitted to the National Trust for the 2010 National Preservation Conference.