

AFFILIATE SESSION PROPOSAL GUIDE

WHAT IS AN AFFILIATE EVENT?

Many national, statewide or local organizations hold annual meetings, networking events and workshops at the National Preservation Conference. With nearly 2000 of your preservation colleagues in town, it just makes good sense. If you would like to hold a board meeting, sponsor a reception for a particular preservation crowd, promote a cocktail event for your school alumni or conduct a workshop on preservation issues featuring your organization, the National Preservation Conference is the place to do it! Events that conflict with core conference programming will not be accepted. Affiliate events are not Trust sponsored and will be identified as such.

HOW TO SUBMIT YOUR AFFILIATE EVENT TO BE INCLUDED IN THE FINAL PROGRAM

Affiliate events carry a non-refundable \$100 application fee. Affiliate session managers will be invoiced once the application has been submitted and processed. All submissions must be made through this web-based system. If you have questions, comments or concerns regarding the online proposal system, please email farin_salahuddin@nthp.org or call 202-588-6092.

HOW DOES AN AFFILIATE EVENT DIFFER FROM A FIELD OR EDUCATION SESSION?

Affiliate events are not part of the educational content of the National Preservation Conference, which has a thorough peer review and acceptance process. Both field and education sessions are Trust sponsored events and are submitted to this process. Affiliate event applications may be denied if they directly conflict in any way with official conference programming. To avoid any conflict, please refer to the general conference graph and note the dates and times that are available for affiliate programming.

PLEASE BE AWARE OF THE FOLLOWING DATES

March 1

Deadline to submit the affiliate application form in order to be included in the Preliminary Program.

March 15

Invoice for \$100 non-refundable processing fee will be sent to all affinity event managers.

May 15

Deadline for event requirement forms which will be sent with confirmation of your event. This information is used to make preliminary arrangements for catering and audio-visual equipment. Where appropriate we will include sample menus.

August 19

If you have indicated that your event will not take place at one of the official conference venues, you must identify and submit the location by this date to be included in the Final Program.

October 1

Function detail confirmations are sent to the Event Manager about four weeks prior to the conference to confirm that all logistics are accurate including room, date/time, food and beverage, audio-visual equipment, and any special requests. If you have a ticketed event then a ticket sales report will also be included to give you an idea of how many guests you will be expecting. You will be required to review, indicate changes, and return these to the Conference Coordinator per the instructions on the sheet.

If your event is ticketed and we are collecting tickets for you, we'll forward the guarantee to the hotel. If your event is not ticketed and involves a meal or break, you will be required to provide your guarantee no later than Friday, October 1. Remember, the number you guarantee will be the number of meals you are billed for. If you anticipate any cancellations, you can underestimate your guarantee slightly. We can always increase the number; we can't decrease it once we provide it to the hotel. If we don't hear from you by October 1, we'll assume that the anticipated number is your guarantee.