

## Convention Bid Policy

### I. Convention Site

- a. The hotel must be ADA compliant
- b. The hotel must be reasonably accessible by public transportation
- c. The hotel must provide an adequate guide dog relief area
- d. The hotel must be able to provide the following facilities:
  - i. 1 A block of thirty sleeping rooms
  - ii. 2 A meeting room able to comfortably seat fifty (50) people classroom style with a head table, lectern or podium, microphone, wireless microphone and, upon request at pre-registration, assistive listening devices (ALD).
  - iii. 3 An exhibit room with adequate table space including tables measuring approximately 3 by 6 feet, two chairs, outlets, extension cords and/or power strips
  - iv. 4 Facilities for a hospitality room
  - v. 5 A banquet room for seating for up to 75 people with a lectern or podium and microphone
  - vi. Restaurant facilities within the hotel. If there is no restaurant at the hotel, meals must be catered.

### II. Bids

- a. Bids must be submitted to the ACBNY Convention Coordinator at least one month prior to the convention at which they will be presented
- b. Bids must be submitted to the membership at the convention prior to the year during which the proposed convention will take place
- c. Bids must contain the following information:
  - i. The proposed date of the convention
  - ii. An identification of the proposed hotel with a certification that the hotel meets the requirements as set forth in Roman Numeral I.
  - iii. Estimates of the room rates, banquet and other meals and other applicable costs, such as A/V and ALD rental in meeting rooms.
  - iv. D Bids must be submitted by any chapter or groups of chapters of ACBNY interested in hosting a state convention. In addition, a group of at least ten (10) ACBNY members in good standing may jointly place a bid before the convention (This may be useful in exploring the possibility of hosting a convention in a location in which no chapter of ACBNY currently exists).

### III. Contracts

- a. All contracts must be in writing and must be signed by a designated representative of the Host Committee and by a representative of the hotel
- b. B All contracts must contain the following information:
  - i. 1 Sleeping room rates
  - ii. 2 Meeting room, exhibit room, hospitality room rates if any
  - iii. 3 Microphone and audio-visual rental charges
  - iv. 4 Banquet room cost if any
  - v. 5 If the hotel reserves the right to provide for the hospitality room, the supplies to be provided, the cost of these supplies, and bartender fees
  - vi. 6 Any required deposits, the dates these are due and date of final payment
  - vii. 7 If ACBNY is sponsoring a hospitality room not provided for by the hotel, the contract must contain specific information about any restrictions surrounding operation of the hospitality room mandated by the hotel.
  - viii. The Host Committee may make arrangements with the hotel through a travel agent or other third party, provided it results in no additional cost to the convention attendees
  - ix. D The contract must be signed no later than February 1 of the year of the convention, with a copy sent to the Convention Coordinator

### IV. Cover Letters and Registration Forms

- a. A Cover letters and registration forms should be posted online at [www.acbny.info](http://www.acbny.info) and e-mailed to ACBNY members and friends no later than 60-days prior to the start of convention.
- b. Registration should be returned to the Host Committee no later than three (3) weeks prior to the first day of the convention
- c. Cover letters should include the following:
  - i. 1 The time, date and location of the convention
  - ii. Room rates
  - iii. Registration fees, including early registration discounts and late registration fees, if applicable
  - iv. Banquet selections and costs
  - v. Other meal selections and costs, if applicable
  - vi. 6 Hours of registration at the convention
  - vii. A tentative convention schedule, including tour information, if applicable
  - viii. 8 Ground transportation information such as hotel shuttle, availability of ride sharing services, hotel shuttle paratransit, or taxicab companies.
  - ix. Instructions on making room reservations

- x. The name, address, email address and telephone number of a contact person on the Host Committee
- xi. A statement regarding a refund policy
- xii. C A separate registration form for each attendee should be requested
- xiii. D The registration form should request the following information:
  - 1. 1 The name, address and telephone number of the attendee
  - 2. 2 Number of nights attendee plans to stay in the hotel
  - 3. 3 Meal selections
  - 4. 4 Whether or not the attendee is an ACBNY member
  - 5. 5 Any special needs such as dietary or other areas in which the Host Committee may be of assistance
  - 6. 6 Preferred formats of the convention program; choices are braille, large print or electronic
  - 7. 7 Choice of workshop preference if concurrent workshops are being presented
  - 8. 8 Total amounts of check being sent with registration form or indicated online payment via pay pal
  - 9. 9 Information about how the check should be made out
  - 10. Cover letters and registration materials, if mailed, should be mailed as Free Matter for the Blind and Physically Handicapped
  - 11. In addition to mailing cover letters and registration forms, the Host Committee is encouraged to publicize the convention locally, and in magazines for the blind such as The ACB Braille Forum

V. Exhibits

- a. The Convention Coordinator shall maintain a listing of past exhibitors and shall make this available to the Host Committee
- b. Letters or emails to save the date shall be sent to potential exhibitors no later than February 1
- c. Reminder notices and follow up letters should be mailed at the same time as convention registration
- d. All responses must be received no later than three (3) weeks prior to the start of the convention
- e. D Exhibitors are exempt from convention administrative fees; each vendor fee is paid instead of the administrative fee
- f. The Host Committee may charge exhibitors a nominal fee for exhibiting
- g. F If any ACBNY chapter exhibits at the convention it shall not be subject to an exhibitor's fee, but it shall be subject to a registration fee for individuals attending

VI. Speakers and Workshops

- a. The Host Committee is responsible for arranging for speakers and workshops
- b. Invitations to prospective speakers must be in writing or via email, and should be mailed or emailed as early as possible
- c. The speaker invitations should contain some information about ACBNY, information about the composition of the audience, the topic the speaker is to address, an indication of the expected length of the presentation, whether or not the speaker(s) will be part of a panel, whether the speaker is expected to absorb costs incurred in the course of speaking at the convention, hotel information and cost if the speaker does not live in the geographic area of the convention
- d. If any ACBNY member speaks at the convention, said member shall have registration fees waived
- e. The Host Committee reserves the right to invite a representative of the ACB National Office or other keynote speaker to address the convention
- f. ACBNY will pay up to \$750 00 for expenses incurred by a representative of the ACB National Office speaking at the convention
- g. If a keynote speaker is invited in lieu of a national representative, the Host Committee may request that ACBNY pay up to \$750 00 for expenses incurred by said keynote speaker However, prior approval of the keynote speaker must be obtained from the Board of Directors or the Executive Board

VII. Convention Packets

- a. A Convention packets should contain the following:
  - i. A convention program in the format of choice
  - ii. 2 A banquet ticket
  - iii. 3 Other meal tickets, if applicable
  - iv. 4 Convention favors or souvenirs, given at the discretion of the Host Committee
  - v. Easily identifiable ID badges

VIII. Host Committee Responsibilities at the Convention

- a. registration table staffed by one print and one braille reader must be open several hours on the opening day of convention as well as most of the remaining days until everyone is checked in or until the start of lunch on Saturday whichever occurs first
- b. The following materials should be available at the registration table:
  - i. implements for writing print or braille
  - ii. registration packets
  - iii. extra programs
  - iv. extra registration packets if the Host Committee chooses to accept late registrations

- v. The Host Committee may allow early registration discounts and/or charge for late registration and banquet and other meal fees if this was announced in the cover letter
- vi. It is the Host Committee's responsibility to train hotel personnel and to recruit and train volunteers if these are deemed necessary
- vii. Volunteers and key convention personnel should be identified by markings on their identification badges
- viii. A Host Committee representative must be present in the exhibit room during all open hours
- ix. It is at the discretion of the Host Committee whether there should be a banquet speaker, door prizes or entertainment
- x. The Host Committee should decide whether there will be a head table at the banquet. Should there be a head table, State officers should be seated accordingly at the head table.

IX. Finances

a. Revenues include the following:

- i. registration fees
- ii. late fees
- iii. monies received from the hospitality room
- iv. exhibit fees
- v. raffles
- vi. banquet tickets
- vii. fund raising projects
- viii. Tour tickets

ix. Expenses include the following:

- 1. meeting room fees
- 2. banquet room fees
- 3. Meals/banquet
- 4. Speakers
- 5. hospitality room and supplies
- 6. exhibit room
- 7. favors and door prizes
- 8. publicity or advertising fees, if any
- 9. microphone and audio-visual fees
- 10. stationery, printing, and mailing costs, including registration and/or program printing costs, badge printing costs, etc.
- 11. Tour costs and transportation
- 12. If the revenues received are greater than expenses, the Host Committee shall retain the surplus

13. If the expenses are greater than the revenue, the Host Committee is responsible for the deficit; However, it may apply for reimbursement
14. ACBNY may reimburse the Host Committee either the cost of the mailing of the cover letter and registration form including any cost for postage, or the amount of the deficit, whichever is less
15. If the Host Committee, if it wishes to request reimbursement, must adhere to the following steps:
  - a. It must present documentation of its mailing cost to the Finance Committee at time said Committee meets during the convention
  - b. The Finance Committee may then approve a budget line to not exceed the amount of the mailing costs
  - c. Following the convention, if there is a deficit, the Host Committee must submit documentation of its expenses and revenues to ACBNY State Treasurer
  - d. ACBNY's State Treasurer must then issue a payment to the Host Committee in the amount of the documented postage or actual deficit, whichever is less

Created: 2007; revised 2019

#### 1. ACBNY Credit Card Policy

Created March 10, 2019

To retain the ongoing acceleration of this fast-paced society, the American Council of the Blind of New York (ACBNY) has come to understand that we must maintain and pay our bills using a Credit Card. As there is no need for ACBNY to maintain a credit account, this policy is being established using the term credit/debit card to be issued by the financial institution for which the General Fund checking account has been established. This credit/debit card is such rather than Credit Card as this card should not be used if there are insufficient funds within the account for which the card is assigned.

The ACBNY debit card shall only be used to satisfy the liabilities of ACBNY that have been approved within the annual budget or otherwise by the ACBNY Board of Directors or membership at a properly evoked and conducted meeting.

The Treasurer upon the creation of the checking account for ACBNY shall request two (2) Debit Cards for the account: one with the name of the Treasurer and the other with the name of the President. This request for debit cards shall be part of the joint activity of the President and Treasurer on the same day they sign the signature cards at the financial institution.

The President:

the President, as the overseer of the organization should and, will have full access to all matters of said organization to include the finances. For this reason, the President:

1. will have an organizational debit card with his/her name.
2. may only use the organizational debit card for Board authorized purchases when the treasurer is not available to facilitate an agreed upon payment.

The Treasurer:

1. shall retain the organizational debit card and carry it to all ACBNY events where a liability may be incurred.
2. whenever feasible, shall satisfy all incurred liabilities using the debit card.
3. shall insure there are sufficient funds within the account whenever the debit card is used.
4. shall reconcile the charges to and payments by the debit card for the month prior by the eighth (8) day of each month.
5. shall have the ability to provide a detailed accounting of the debit card usage whenever a Treasurer's report is being provided.
6. provide the Finance Committee Chair an electronic list of charges to and payments by the debit card for the year prior to the ACBNY annual convention. This list should begin the month of the prior year convention and run through and up to the month of the current convention.

Est. 12/2019