

## **11. Conferences/Workshops/Events**

The Association shall conduct conferences, workshops, training sessions and other events as deemed appropriate to promote the professional preparation, and effectiveness of AASF AA members.

### **11.1 Conferences and Conference Planning**

#### **11.1.1 Election of Officers**

Election of AASF AA officers shall take place during the annual Spring Conference.

#### **11.1.2 Training at the Annual Conference**

The Vice President will coordinate with the Conference Committee all training activities held in conjunction with annual conferences.

#### **11.1.3 Association Sponsors**

To help support AASF AA activities, the Association solicits financial support from entities associated with the delivery of student financial aid. Sponsors wishing to participate in AASF AA conferences and workshops should contact the Sponsorship Chairperson. (See Section 6.16 for specific information pertaining to sponsorship policies.)

#### **11.1.4 Coordination of Sponsored Activities and Schedules**

All sponsored activities shall be coordinated through the Sponsorship Chairperson.

All sponsored activities must be sanctioned (approved) by AASF AA and shall be scheduled as part of or as a complement to regular AASF AA activities. Sponsored

activities shall in no way conflict with other scheduled events or activities conducted by AASFAA.

To prevent conflicts with conference sessions or other conference events, the Conference Chairperson shall establish operational hours for sponsor hospitality suites. Vendors, sponsors and patrons will be asked to close hospitality suites at specific hours and during sessions at the annual conference to avoid conflicts with those functions, as determined by the Sponsorship Chairperson.

#### **11.1.5 Ex-Officio Members**

Ex-officio members to the Conference Committee are the Vice President, Treasurer and Sponsorship Chairperson.

#### **11.2 Alcohol Use**

*(To be written.)*

#### **11.3 Music Copyright Policy**

See Section 8.2., Copyright Policy

#### **11.4 Honoraria**

At the discretion of the President and the event coordinator or AASFAA officer, the Association shall make available to presenters, speakers, contributors, faculty and others, remuneration for services rendered. The following policies shall serve as guidance.

##### **11.4.1 Annual Conferences**

The following expenses relating to the annual conference shall be paid by AASFAA and charged to the annual conference account:

1. Travel and other expenses of the speakers and presenters not affiliated with AASFAA, as recommended by the Conference Chairperson and approved by the President.
2. Honoraria to speakers and presenters, upon recommendation of the Conference Chairperson and approved by the President and Treasurer.
3. Other such expenses recommended by the Conference Chairperson and approved by the President and Treasurer.

##### **11.4.2 Other Events**

The following expenses relating to non-conference special events shall be paid by AASF AA and charged to the special event account:

1. Travel and other expenses of the speakers and presenters not affiliated with AASF AA, as recommended by the Special Event Coordinator and approved by the President.
2. Honoraria to speakers and presenters, upon recommendation of the Special Event Coordinator and approved by the President and Treasurer.
3. Other such expenses recommended by the Special Event Coordinator and approved by the President and Treasurer.

## **11.5 Sponsorship Policy**

The following policies and procedures that relate to sponsorship of Association were adopted by the Board on February 8, 2008.

### **11.5.1 Conference Exhibitor Policy**

1. Prospective exhibitors, hereafter referred to as contributors, must agree to the rules and procedures outlined below. A prospective exhibitor who does not agree to these rules and procedures will not be permitted to exhibit and an exhibitor who violates any of these rules must promptly cease any such action, and, at the discretion of AASF AA, may be required to remove his or her exhibit.
2. We have eliminated named sponsorship of specific Annual Conference activities and events. We have also discontinued the practice of recognizing “tiers” of sponsorship by contribution level. Contributors will be acknowledged in the Annual Conference program via a listing in alphabetical order by organization name.

Contributors will not organize, sponsor or conduct any social activities directed toward conference attendees, AASF AA Executive Board, or training activity participants.

3. Contributors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served. Contributors will coordinate accommodations for any group meeting that occurs during the conference dates with the AASF AA conference committee or sponsorship chair.
4. Gifts or giveaways must be of nominal value (less than \$10 fair market value). All prize drawings, including cholarships, are prohibited.

5. Exhibitors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.

## **11.6 Exhibitor Fees**

### **11.6.1 Conference Exhibitor \$2000**

1. Booth location will be determined by the vendor/sponsorship chair on a first-come, first-served basis.
2. All exhibitors must be paid members of AASFAA.
3. All exhibitors must register for and pay conference registration fees.
4. Conference exhibitors will be listed in the conference program in alphabetical order by company name.
5. Conference exhibitor's fees are due 60 days after the invoice date.

### **11.6.2 Exhibitor Additional Booth Fees \$1000**

1. Must be a conference exhibitor
2. Entitles exhibitor to a second booth contiguous to original booth
3. Additional booths may be purchased at the same rate as the second booth
4. Double booths may be limited due to space availability
5. Double booths will be honored in order of date sponsor form is received by the vendor/sponsorship chair

## **11.7 Non-Conference Training Activity Sponsorship**

Exhibitor or sponsorship opportunities will not be available for AASFAA training activities and workshops.

## **11.8 Non-Exhibitor Marketing**

The practice of marketing products at association functions, except as a conference exhibitor, is prohibited. Such practice may result in the request to cease and desist, and be brought to the attention of the AASFAA Executive Board for appropriate action.

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