

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 by electronic voting prior to and 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 workshops and 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 AASF AA.

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, Treasurer Elect, and Sponsorship Chairperson.

11.2 Music Copyright Policy

See Section 8.2., Copyright Policy

11.3 Honoraria

At the discretion of the President and the event chairperson 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.

11.3.1 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.

11.3.2 Other Events

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

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

11.4 Sponsorship Policy

The following policies and procedures that relate to sponsorship of Association were adopted by the Board for 2014-2015.

11.4.1 Conference Sponsorship/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 AASFAA, may be required to remove his or her exhibit.
2. Contributors will not organize, sponsor or conduct any social activities directed toward conference attendees, AASFAA 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 AASFAA conference committee or sponsorship chair.
4. Gifts or giveaways must be of nominal value (less than \$10 fair market value). All prize drawings, including scholarships, 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.

11.5 Sponsorship/Exhibitor Fees

11.5.1 Sponsorship/Exhibitor Fee Schedule

1. Booth location will be determined by the sponsorship tier policy (see Attachment 11.5.1.a.)
2. All exhibitors must be paid members of AASFAA.
3. All exhibitors must register for and pay conference registration fees except in cases of complimentary registration. (see Attachment 11.5.1.a)
4. Conference exhibitors will be listed in accordance with the sponsorship tier policy. If a policy is not in place, the conference program will be used with placement in alphabetical order by company name.

5. Conference exhibitors' fees are due 60 days after the invoice date.
6. A \$500.00 conference fee minimum for Professional Affiliates is required for all conferences, which will allow participation in a variety of optional capacities, specifically allowing a 30 second elevator speech at designated times during the related conference.

11.5.2 Additional Sponsorship/Exhibitor Opportunities

Additional Sponsorship/Exhibitor Opportunities may be reviewed in Attachment 11.5.2.a.

11.6 Non-Conference or Workshop Training Activity Sponsorship

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

11.7 Non-Sponsorship/Exhibitor Marketing

The practice of marketing products at Association functions, except as a conference exhibitor or paid Professional Affiliate, 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.