

Chapter Collaboration and Planning Events



Kansas City Regional Procurement Exposition



Russ Pankey, CPPO, CPPB

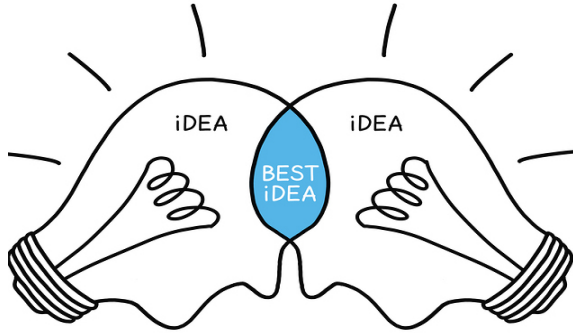




Kansas City Regional Procurement Exposition

- Collaboration
- Planning
- Struggles
- Successes





Collaboration

- Governance & planning
- Pros/cons/challenges
- Dividing revenue and cost

Planning

- Hotel contract
- Agenda
- Timeline and task list





Kansas City Regional Procurement Exposition



Struggles

- Policy & procedure
- Volunteer engagement
- WIIFM - Marketing
- Communication
- Technology



Successes

- Networking
- Learning and transformation
- Recognition
- Fun



Area 2 Conference

Maureen McIlvaine, CPPO, CPPB



Area 2 Conference

History

- 1989 NIGP's Region III member chapters started discussing holding a Regional Conference
- Member chapters were DPPA; MPPA; MWChapter; Northern NJ; Southern NP and PAPPAA
- A Hosting Rotation schedule was set up



Area 2 Conference

- Chapters can count on receiving Revenue once every 5 years
- Each chapter's members are treated as Host Chapter members for Registration rates
- First Region III Conference was held in 1991, hosted by MPPA



Area 2 Conference



- The scheduled Host Chapter can trade years with another chapter or decide to skip their year for hosting.
- If the scheduled Host chapter decides to skip their year, the next Chapter in the rotation could agree to host and the chapter that skipped their turn is scheduled to host in another 4 years.



Area 2 Conference

- 2015 NIGP created Area 2 with member chapters: CAPA (VA); DPPA (Delaware), MPPA (Maryland), MWChapter (DC), PAPPA (PA) and VAGP (VA)
- The Conference Rotation Schedule with DPPA, MPPA, MWChapter and PAPPA continues
- CAPA and VAGP hold their own conferences each year



Area 2 Conference

How PAPPa will prepare for the 2022 Area 2 Conference

- 1st quarter 2021- Board selects an Incentive Package and markets for a Conference Chair
- 2nd quarter 2021- approved Conference Chair selects Ad Hoc Committee members; Committee sends survey to Area 2 members for ideas and suggestions
- 3rd quarter 2021- Conference Chair presents the Board with a recommendation for the Conference dates (usually held in October), location and budget; Board approves.



Area 2 Conference

- 4th quarter 2021- Request official NIGP visit; Conference marketing begins
 - PAPPAs website
 - Ask other chapters in the Area to post information on their websites
- 2nd quarter 2022- start to advertise program and sponsor vendors
 - If other Chapters in your Area are from another State(s), be considerate of your differences- do not have speakers that only address your State's requirements.



Area 2 Conference

- Offer two or three sessions at the same time to give Delegates choices.
- Try not to repeat sessions.
- Ask the other Chapters if they have any vendors they would like invited to the Vendor Expo
- In the weeks before conference- finalize registration numbers; finalize meals with the hotel; print program- ask the next Host Chapter in the rotation for any available “Save the Date” information for their Area 2 Conference.





Have fun at your Conference!



Lone Star Conference

Debbie Kaminski, CPPB



Collaboration



Determine Leadership Roles

- Is the right person in the right role?
- Job description for each role
- FREE registration for Committee Chairs and discount to Committee members
- Our Conference Chairs were:
 - Conference Chair
 - Vendor Expo Chair
 - Facility Chair
 - Education Chair
 - Registration Chair
 - Budget Chair
 - Marketing Chair/Special Events Chair



Start
early!!!!

You already have a full time job so start early!

Conference committee needs to determine the dates for the event, but be willing to change by a week or two for availability

Pick a theme and keep that throughout the conference, ours was baseball

Conference Chair should develop a timeline so the event stays on track (9 - 12 months out, 6 - 8 months out, 3 - 5 months out, 1 - 2 months out, 10 - 14 days out, day before, after the event)

We met monthly for lunch to review where we were and what we had accomplished, it's very important that every Chair attend every lunch meeting

In between the lunches we communicated via email

After the conference, meet to discuss what went right, what went wrong and what improvements need to take place for the next event

What Comes First?

- Once the chairs have been assigned, the Budget Chair needs to put together a basic budget to get started
- Determine the cost to charge for registration and vendor sponsorships and vendor expo tables
- Use a previous conference for estimated numbers of attendees and vendors
- The budget will be ever changing throughout the year and must be kept up-to-date at all times
- The Facility Chair locates venues, look at multiple venues and obtain pricing from multiple venues
- Look for a venue that has restaurants/shopping/entertainment within walking distance
- Hotel should have enough conference rooms to accommodate your event, you don't want to have the event in multiple locations





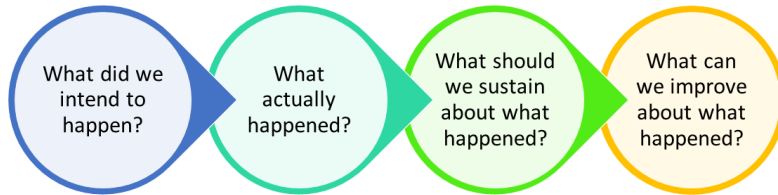
Be prepared!



Be Prepared for “Things” That Come Up



Our After Action Review



- Send out registration confirmations 2 weeks prior (even though the system gave them one)
- Send out pre-conference class confirmations 2 weeks prior (even though the system gave them one)
- Use wrist bands for social events if outside of the hotel
- Each Chair needs to prepare a detailed job description now while fresh on their minds
- Sign in sheets are needed for pre-conference seminar
- Certificates are needed for pre-conference seminar at the end of the day
- Certificates are needed for conference attendees for distribution at the end of the event
- Notify speakers in advance that we'd like their presentations so they can be added to the website after the event
- ***AND remember to have FUN! It's contagious!!***

Area 8 Regional Training & Vendor Showcase

Christine Moody, CPPO, CPPB

Camber Schlag, CPPB



Area 8 Regional Training & Vendor Showcase

- Concept Hatched at 2016 Leadership Symposium
 - (Oregon and Washington Chapter President's)
- 1st Regional Training was held in 2017
- 2019 Planning Process
 - Regional Partners Monthly Conference Call
 - Developed Agreement
 - Save the Date Flyers went out Early
 - Call for Presentations (Speakers)
 - Subcommittee's (Registration, Speakers, Logistics, Sponsor, Communications, Charity)



Area 8 Regional Training & Vendor Showcase

- Agenda Snapshot

Wednesday	Thursday	Friday
NIGP Class	Charity Presentation	Ed Sessions
Golf Tournament	Ed Sessions	Charity Wrap-up & Present Checks
Young Professionals Reception	Dinner Banquet	
Opening Reception	Entertainment	

- Vendor Tradeshow (Thursday)
 - Sponsorship Packages include:
 - Golf Tournament
 - Exhibit Table
 - Commercial Break
 - Dinner Banquet



Area 8 Regional Training & Vendor Showcase

Professional Development



NIGP Class - Wednesday

14 Workshop Sessions in Total

Simultaneous Sessions Thursday Afternoon

Virtual Access



Live Streamed Rick Grimm's Opening

All Other Sessions Recorded and on YouTube

<https://www.youtube.com/oregon+public+purchasing+association>



Area 8 Regional Training & Vendor Showcase

- Charity Fundraising

Two Local Non-Profits Devin's Destiny & Grandma's House

- Golf Tournament with Sponsors



Area 8 Regional Training & Vendor Showcase

- Charity Fundraising
 - Raffle Baskets and Casino Night

