



We appreciate your consideration in becoming an onsite host institution for the GBSSA annual conference. Our members schools help achieve our mission of supporting cooperative student services efforts among the colleges and universities of its members; advocating the integration of student services into the overall mission of member institutions; and providing professional development opportunities for our members. Below are the benefits and responsibilities of the site school and the GBSSA.

There are many benefits to being the onsite host institution including:

- Branding on all conference materials
- Swag in giveaway bags
- 3 free conference registrations of staff at the host institution, unlimited number receive \$300 discount
- People who help with conference planning but not attending, welcome to join us for meals

The onsite host institution must:

- Have an active GBSSA membership and be in good financial standing with the association
- Have their dean's approval in writing
- Choose one person to act as Conference Chair as a member of the GBSSA Board (will stay on in ex-officio role the next year); this also requires board approval
- Host and pay for a reception on the first night of the conference (includes facilities/activity/catering (dinner)/beverages); agenda/location requires board approval
- Provide a tour of campus (incorporating other students/staff if they so choose)
- Coordinate logistics for the conference, including hotel/conference site with board approval
- Reserve rooms at the conference site and AV (including check in, program rooms, PSSST room, board meeting room, etc.)
- Coordinate and pay for shuttles during conference activities between hotel and location (if needed depending on host institution's location and conference site location)
- Print/Design nametags and programs (paid for by GBSSA)
- Find a photographer (does not have to be professional) over the duration of the conference with ownership of photos falling to GBSSA
- Decide on partnerships with various schools in same region (if applicable); will be at discretion of host school in consultation with board

The GBSSA Board will:

- Chooses theme
- Creating/Managing Conference Committee (under the Conference Chair with additional committee volunteers from GBSSA's membership)
- Find and manage vendors and sponsor and provide support for them at the conference (Vice Chair)
- Solicit session content, review, and choose those presenting at the conference (Programs Chair)
- Pay for food/other giveaways (including, at minimum, lunches and dinner as well as snacks/coffee for breaks; does not include first night reception)
- Pay for primary giveaway and supplies for attendee bags
- Manage registrations/outreach/promotion