

FATE CONFERENCE PLANNING NOTES



Preparing your Institutional Conference Coordination Team:

Host institutions for FATE's biennial conferences will form a conference coordination team of *Program Directors* based on their own institutional dynamics. These positions are to be appointed by the VP for the Biennial Conference. Typically, this core team is composed of 3-4 faculty and staff members and joined by more faculty and student volunteers the week of the event.

Throughout this planning process, the FATE board will support the VP for Biennial Conference & Program Directors/Team as outlined in our By-Laws (also found at <http://wwwFOUNDATIONSART.ORG/>) and discussed below further in this document.

FATE By-Laws:

[...]

Article IV: Board of Officers

G. Duties of the Officers:

4. Duties of Vice President for Biennial Conference:

- a. Organizes hotel and conference site, food and beverage needs, shuttle services, AV rental, extra- curricular events, registration procedures, funding/sponsorship (beyond that which the VP of Development secures), technical assistance, etc.
- b. Submits plans for the conference to the President for approval prior to publication.
- c. Submits a budget to the Vice President of Finance for approval.
- d. Appoints conference program director(s) to assist in conference planning.
- e. Submits appropriate information to the Vice President for Communications for publication in newsletters and posting on the association's web site.
- f. Works with the VP of Communication to publicize the conference.
- g. Works with the VP of Membership to organize registration procedures.
- h. Solicits, organizes, and monitors biennial conference programming.
- i. Assembles a "conference packet" of information, which shall include the final conference program of sessions, and other information pertinent to the conference and association.
- j. Oversees all correspondence regarding the conference logistics.
- k. Submit a final financial report to the board following the conclusion of the conference.

[...]

Article VI: Committees

A. FATE Biennial Conference Committee (Ad Hoc)

1. Membership of the Conference Committee will be as follows: the Vice President for Biennial Conference (serving as Chair), President, Vice President of Finance, Vice President for Communications, Vice President for Development, Vice President of Membership, and the Program Director(s). (The Program Director(s) shall be appointed by the Vice President for the Biennial Conference.)

2. The Conference Committee is responsible for the various duties associated with the organization of the FATE Biennial conference, as outlined below:

a. Vice President for Biennial Conference:

1. See responsibilities as outlined in Article IV E.4.

b. President:

1. Oversees coordination of the conference 2. Approves program and budget.

c. Vice President of Finance:

1. Works closely with the conference vice president and program director(s) on budget, travel, and programming expenses.

d. Vice President for Communications:

1. Maintains and disseminates current conference information on the web and in the newsletter.
2. Assists with promotional materials and publicity.

e. Vice President for Development:

1. Works closely with the conference vice president and program director(s) on representation for Corporate Sponsorship in support of the conference.

f. Vice President of Membership:

1. Works closely with VP for Biennial Conference, Program Directors, & VP of Communications to support membership correspondence.
2. Ensures Membership is up-to-date for conference admission and assists in conference registration when needed.

g. Program Director(s):

1. Organizes the panel sessions, AV needs, and keynote speakers.
2. Submits a plan for the program to the President and Vice President for the Biennial Conference for approval prior to newsletter publication.
3. Submits a call for papers to the Vice President for Communications for publication in newsletters.
4. Handles all correspondence regarding the conference program.

The VP for Biennial Conference will be the main contact with the FATE board in regards to the conference progress and notify them of support needs. We have monthly board meetings (typically less in the summer) where all board members are invited to join. As a 2-year member of our board, this VP will be invited to these. We may also hold conference-planning meetings when necessary with selective members of the board that are more closely involved in aspects of the planning process. This VP for the Biennial Conference should stay in touch with these specific board members (listed below) and coordinate with the FATE President to schedule meetings when needed.

However, from past experience, we have suggestions on roles to consider assigning to those chosen as Program Directors. Some of these separate coordination roles could be taken on by one individual.

- *Hotel Negotiations:* These negotiations are worked out with VP of Biennial Conference, FATE president, VP of Finance, and a typically a staff member working in event planning or advancement at the host institution. Hotel room rates, food & beverage costs, Audio/Visual, Internet availability, coffee availability, etc. will be negotiated before contracts will be signed by the FATE President. (*Times of high activity:* Before October of preconference year to get bids, during September/October for Pre-Conference board meeting discussed below, Early Fall Conference Year to establish Hotel Registration online)
- *Program Coordination*:* One member of the team should be responsible for organizing the makeup of the sessions. They oversee securing FATE Members as reviewers/jurors for the selection process but often FATE board members have suggestions for who to contact. They will prepare the call for session proposals & organize the submissions process with support of the VP of Communication and VP of Membership. Once submissions are collected, they will disseminate this information to jurors to select sessions and chairs. They also prepare the call for papers and support session chairs as they secure panels. The coordination involved is time consuming and we suggest that course release is offered to someone in this role during the fall term prior to the conference. The paper work from past calls will be shared so this organization process is not built from scratch & more information on these processes is discussed below. (*Times of high activity:* Spring Pre-Conference year for Call for Session Chairs, the following Summer for Call for Papers & throughout Fall until the Conference Program is set. WE HIGHLY SUGGEST A COURSE RELEASE TO SUPPORT THIS MAJOR PLAYER IN CONFERENCE PLANNING. THIS PERSON SHOULD ALSO NOT BE THE VP FOR BIENNIAL CONFERENCE.)
- *Members Exhibition:* Having a member from the team work with the gallery staff to create the exhibition call is helpful. An outside juror can be selected and Past Call Paper

work will be supplied if desired. More information on this event below. (*Times of high activity*: Summer & early Fall conference year until artists are selected and notified.)

- **Keynote/ Special Event Planning**: Based on your program director's decisions on special events, one point person will be helpful in ensuring all agreements are upheld & that the Keynote Speaker(s) has room accommodations, travel arrangements, & a dinner with conference organizers planned. Any offers made as to payment must be approved by the VP of Finance (*Times of high activity*: This varies, but the goal is to have the keynote locked down and used to support publicity a year in advance. We also try to connect with local galleries and museums for special events to share more of the location.)
- **Transportation**: Buses for any off-site events need to be coordinated with the support of the VP of Finance.
- **Communications/Publicity**: A member of your team or an outside designer can be used to create promotional materials for the conference. Printed "Save the Date" cards have been helpful when shared at various other conferences. Having a logo is key early on. Graphics created should be shared with the FATE VP of Communications so they can be used in all web promotion. Budgets for this should be coordinated with VP of Finance.
- **Conference Program**: Conference information is typically pulled together by the Program Coordinator, VP of Biennial Conference & FATE President and then submitted to a designer for the printed program (this process begins typically 2 months out). A digital version is shared online in advance and throughout the conference.
- **Attendee Swag**: Name tags & tote bags should also be pre-prepared based on projected registration numbers. Remember Name Tags are needed for corporate sponsors as well. Budgets for this should be coordinated with the VP of Finance. Please contact area Chamber of Commerce, your Institution, local galleries, etc. for additions that can add specific flair to your event. Corporate sponsors will also likely provide additions; the VP of Development will notify of you of these additions as the event approaches.
- **Volunteers**: A mix of local faculty and/or student volunteers are useful at the registration table throughout the conference as well as in helping direct conference attendees to buses, etc. when moving to events offsite from the hotel. When considering how to help volunteers stand out, we often get asked about buying T-Shirts, but from experience, we've learned it is best to instead give volunteers special name tags, buttons, bandanas, etc. to set them apart. This option is not only cost effective, but also doesn't require someone to coordinate getting the right sizes, etc. The coordinator that organizes these volunteers can submit any bill for these items to the VP of Finance.
- **Email/Social Media Communication Onsite**: An additional volunteer is helpful in coordinating/ disseminating information to conference attendees throughout the conference. Mistakes are made & clarification may be needed to be shared and having a communication plan is helpful in advance. Please work with the VP of Communications in advance to prepare for this. Event App software is becoming cheaper and perhaps one can be developed for your event.

FATE Board Member support for Conference Planning:

Your Institutional Conference Support Team will have continuous support from the FATE board throughout the planning stages, but various board positions have key roles to play in your efforts.

- **President**: In attempts to help you navigate any aspect of this event contact President Valerie Powell, fate.valerie@gmail.com, (218) 348-3848.

- *VP of Finance:* The current VP of Finance is Casey McGuire, fate.vpfinance@gmail.com, (720) 841-6383.
- *VP of Membership:* The current VP of Membership is Colleen Merrill, fate.membership@gmail.com. Colleen is a pro at working with the form data that can be collected and disseminated to help connect members for publicity and session calls. She will also help with Registration for the event.
- *VP for Communications:* This VP is available to help problem solve especially in terms of publicity and website promotion. The current VP of Communications is Stacy Isenbarger, University of Idaho, fate.stacyisenbarger@gmail.com. (864) 320-0411. As the previous President is involved heavily with both the 2015 & 2017 conference, she can also help clarify past files and offer support as you organize a timeline and plan that works best for your specific program.
- *VP for Development:* The board member with this position connects with our corporate sponsors. Program directors should connect with this VP to ensure adequate space and various other needs are meant for our vendors at the conference. The VP will also supply ads from sponsors for the conference program attendee swag bag. Negotiating for more attendee swag such as journals, pens, etc. is also negotiated through this VP. The current VP of Development is Raymond Gaddy, rgaddy@unf.edu.

PRE-CONFERENCE BOARD MEETING:

During the fall following the proceeding conference, the VP of Biennial Conference will invite Program Directors and Conference Planning FATE Board members for an onsite board meeting. This meeting coincides with hotel visits to begin negotiating and securing the location and time of your conference (2-3 days). This meeting should take place in September or October to ensure the availability of most key players in the planning process. This is a productive time & typically eases any preliminary fears of the VP for Biennial Conference.

Conference Hotel Notes:

Previous hotel bids can be used to navigate future hotel negotiations in regards to space needed for events and members' hotel stays. Having a discussion with past FATE conference planners while looking over these is our best suggestion for getting started. They should be able to offer perspective on choices of years past and suggestions for growth/changing approaches that will work best for your event. If your institution has someone with experience working with hotels in your area, connect with them as well.

Key areas of negotiations will cover possible days for the event, room block availability each night, conference room size and numbers, vendor space availability, food & beverage cost expectations, member internet access, and audio/visual support. The FATE President will sign the final contract, but the conference committee will agree on details through an official meeting prior.

Hotels that offered bids but were not settled on as the conference hotel can be asked to become the overflow hotel. Hopefully one can at least over comparable costs per night for a limited number of rooms.

Selecting your Conference Dates:

FATE's Biennial conference takes place in the spring of odd numbered years typically in March or early April. Dates are determined by hotel locations options & cost factors, but we try to

avoid dates of competitive art and design organization conferences to ensure our memberships attendance.

We rely on income from our corporate sponsor vendors & they ask that we avoid CAA & NAEA in particular to better ensure that they can attend our events. CAA typically happens in February so this does not become an issue, but NAEA's dates do fall into our typical time frame so watch out for them as you negotiate with hotels. (with further questions with this, contact FATE's VP for Development.)

In 2019, watch for: CAA: ??? (but Feb 21st-24th, 2018)
 NAEA: March 14th-16th, 2019
 NAMTA: ??? (but March 4th-6th, 2018)

Conferences such as NCECA, SGCI, SPE, & AIGA that happen in the spring can also be considered in this process. We will not avoid them all, but watching their dates can be helpful.

In 2019, consider:
NCECA: (this conference was in conflict with our 2015 event)
SGCI: ???
SPE: ???
AIGA: ???

Choosing your Conference Theme:

The conference theme is chosen by the Institutional Conference Support Team although the FATE board is happy to help with brainstorming. For ideas of what has been used in the past, recent FATE conference history is listed later in this document. You will also find conference program covers and other promotion materials in the "z_PastConferences" folder → "EarlyConferenceVisuals" folder shared with other past conference planning files.

Conference identity and logo design is also chosen by the Institutional Conference Support Team. Graphic Designers are often "in house," by advanced students, or alumni of the program. Graphic Designers are paid through the shared conference budget. To be cost effective, we ask that logos are created but then shared with the VP of Communications and other members of the conference planning team for most promotional purposes. The final design of the conference program can also be done by this or another Graphic Designer. Payment for this will also be shared through the conference planning budget.

Program Coordination*:

FATE is known in the visual arts higher-ed academic community as the "friendly" conference. We assume this comes first from our tradition of having breakfast & lunch together "in house" and the kinds of conversations this foster, but we also believe this is due to the number of sessions we offer. At our conferences, you won't just hear from an established few; instead, you will hear from a range of experience and varied institution affiliations. Through our coordination choice of running 5-8 sessions per slot time slot (typically 3-4 per day), a range of specific topics can be addressed. Due to our *Conference Presenter Policy*, listed later in this document, many voices are heard. Due to our *Membership Policy*, we fulfill our mission to our members in regards to academic exchange. FATE conferences are fueled by members sharing with members.

As our membership has grown our conference session offerings have grown to allow for more research dissemination and pedagogy sharing. Through our recent conference experience, we expect to keep a stable membership of 600-700 and host typically hosting between 400-500 at our conference. At this time, we don't see a reason to grow our session offerings any further. In post conference surveys, it has been suggested that we offer less sessions in order to raise the quality of what is shared and elevate folks' feelings of being overwhelmed by too many choices. These suggestions are something to keep in mind as the program is built, but in regards to budgeting, we have some security knowing all session chairs & presenters must register for the conference. This expected income will be welcome in the planning stages of your conference.

We expect many others to come out of interest as well, but since more and more institutions will only financially support those who present in some way, the offering of more sessions can become further peace of mind for the conference planning team.

It is also important to consider space available in session rooms. Depending on hotel options in your area, we may settle on a location that has various small rooms or fewer larger ones. Session room availability may provoke us to change our approach to program coordination.

Call for Session Proposals and Juror Digression

This is the first call we sent out for our conference. The Program Coordinator, VP of Biennial Conference and VP of Communications should connect to promote this call. The FATE board will play key roles in promoting this call.

In spring, prior to the conference year, submissions are accepted online and then compiled for ease in the review process. Applicants *do not* have to be members at the time in order to have their submission reviewed. Less-traditional session formats such as interactive workshops and performance art based presentations are welcome.

Submissions include:

- name & contact information
- session title
- 200-250 word abstract
- CV (we've accepted links to CVs in the past cut down our file collection immensely.)
- co-presenter name & contact information if applicable
- co-presenter CV if applicable

The Program Coordinator will oversee the juried process by choosing jurors with varied expertise. 5-6 jurors are typically chosen. After the jurors have some time to review applicants, they typically discuss their final choices with the Program Coordinator and together figure out how many they should select overall.

At times, some interested in our conference will write a proposal that reads as a suggestion of a paper. Depending on how the jurors reflect on this entry they can make the determination to deny this proposal with the suggestion that they apply again through the call for papers or ask the Program Coordinator to connect with them, offer some clarification to the process of

selecting Session Chairs, and then extend the opportunity to adapt their content to something that elicits more open responses of possible panelists.

Determining Session Numbers

For recent conferences, we've made our agreement with the conference hotel to have 9 breakout rooms reserved for conference sessions. (Please note that not all rooms must be used each session. There will be no penalty to our agreement if we leave a room empty for a session and/or release any of these rooms in the planning process.) This allows for us to plan to have 27 sessions per day. In this format, we've tried to run 2 session times in the morning & 2 in the afternoon. However, we typically have less sessions on Saturday* and offer 2 session times in the morning & 1 in the afternoon. For example in 2015 in Indy our session breakdown looked as follows:

| | | | | |
|-----------|---------------|------------|-----------|-------------|
| Thursday: | 9am-10:30am | 9 sessions | | |
| | 11am- 12:30pm | 9 sessions | | |
| | 2pm-3:30pm | 9 sessions | | |
| | 4pm- 5:30pm | 9 sessions | Total: 36 | |
| Friday: | 9am-10:30am | 9 sessions | | |
| | 11am- 12:30pm | 9 sessions | | |
| | 2pm-3:30pm | 9 sessions | | |
| | 4pm- 5:30pm | 9 sessions | Total: 36 | |
| Saturday: | 9am-10:30am | 8 sessions | | |
| | 11am- 12:30pm | 6 sessions | | |
| | 2pm-3:30pm | 5 sessions | Total: 19 | Overall: 91 |

Again, it isn't necessary that we follow this exactly. In 2017, Kansas City had less sessions. In contrast to the above session break down, they held 1 extended Friday session and allowed for participants to dive into an afternoon & evening out among First Friday event options in Kansas City. Their plan also averaged 8 sessions per time slot instead of 9 sessions due to Session Jurors feeling this would better support quality and variety among those proposed during the Call for Sessions. Even though overall, they offered 10 less sessions, conference participant levels stayed within a similar range.

However, you choose to flavor your conference organizers should be in dialog when drastic changes are made to this dynamic. We can get creative based on how we want the sessions to come together in support of quality presentations and presenter numbers, but we also have to work to ensure we reach our overall conference participant goal in order to pay for the conference. This is a conference format where we want to have a broad range of participants sharing their research with each other.

To do this, we must balance session presenter numbers with quality topics. Since many universities will not support a faculty member financially unless they present, we do try to offer many opportunities for them to do so. But if we offer too many sessions or sessions that are too full, the quality of presentations will weaken. Our conferences are community orientated; presenters are presenting to others unlike other conferences where a few speak to many.

**This is due to participants desiring to not present on this day for reasons you will hear about in email correspondence after you begin scheduling sessions. To move a session from Saturday*

however, the presenters must have a legitimate reason for this scheduling. These scheduling changes are left up to the Program Coordinator's digression.

Call for Session Papers

Session abstracts will be compiled by the Program Coordinator and made available online for review by the VP of Communication.

The deadline for this call will depend on the time needed to finalize session choices, but aim for summer to early fall to conclude this process. Many participants will need to know about their acceptance at the start of their school year in order to apply for funding. Again, the FATE board will play key roles in the promotion of this call, but the Program Coordinator should connect with Session Chairs while the call is open and suggest they promote on their own session as well. **SESSION CHAIRS ARE WELCOME TO FILL THEIR SESSION OUTSIDE OF OUR SUBMISSION PROCESS.** Session chairs choosing to take this approach will not be listed in the Call for Papers.

Folks may submit abstracts to 1-2 sessions. Submissions include:

- name & contact information
- paper/presentation title
- 200-250 word abstract
- CV (we've accepted links to CVs in the past cut down our file collection immensely.)
- co-presenter name & contact information if applicable
- co-presenter CV if applicable

"Matchmaking" and Finalizing Sessions

After the Call for Papers deadline, the Program Coordinator will work to disseminate sets of submissions to appropriate session chairs for their own review.

Session chairs will be given a limited time to review their applicants. During this period, they will make their selections and connect directly with those they accept *and those they don't*. Abstracts of merit that aren't accepted should be submitted back to the Program Chair to be shared with any chairs seeking more panelists. Chairs will be given customizable letters of acceptance (super helpful for participants seeking financial support from their home institution) and asked to fill these in with their session particulars to then email to those they accept.

Match making fun really begins at this point for the Program Coordinator. Our **CONFERENCE PRESENTER POLICY** states that "any participant juried into the conference proceedings is welcome to chair 1 session and/or present a paper during 1 session only. If they choose to do both, they can do so for the same or different sessions." Making this a reality will be a bit of a juggling act for 2-3 week period.

In a perfect world, paper applicant will submit to one session and that session will receive 3-5 strong abstracts. The session chair will accept them all and notify them in a timely manner of their acceptance. This happens. Smile as you check these folks off your list. But you also know the implication of a "in a perfect world" discussion...

To ensure your sanity, it will be key to do the following:

- 1) Build a spreadsheet of all entries with a column for session chairs and 2 columns for possible sessions they've submitted to. Use these detailed records to sort, highlight, and check off decisions of Session Chairs as they come in.
- 2) Keep a list of orphaned proposals & send them out to all chairs every 2 days or so... be clear with session chairs on your plan disseminating this information to save yourself from chairs concerned by limited entries. Remind them they are welcome to enlist participants on their own as well.
- 3) Notify chairs if any of their applicants have chosen to submit to another session. Share this session chair's contact information and let them decide which session is the best fit due to abstract quality and submission # both chairs get. Make this their responsibility and not yours.
- 4) Smile as you check each participant off for falling under our CONFERENCE PRESENTER POLICY.

In time, all will fall into place and you can begin scheduling sessions.

Negotiating Session Chair Needs

As sessions come together, specific needs may be expressed by chairs as to the wishes of their participants. As the Program Coordinator receives these, please keep in mind the following FATE Conference Policies that are available on our website year-round:

MEDIA POLICY: Session rooms will be provided with one digital projector and one projection screen. Laptops will not be provided. Mac users must provide the proper VGA adapter for a digital projector.

SCHEDULING POLICY: It is the position of the planning committee that the first session on Thursday is as important and informative as the last session on Saturday. However, we understand that scheduling conflicts and other factors can limit participation to various times and days. Therefore, if you have such a limitation, bring it to your session chair's attention immediately upon your acceptance to the session. Effort will be made to accommodate your requests, but there are many factors that determine the final schedule, and it may not be possible to meet your individual needs. The conference director's decisions on scheduling are the final word.

Much will be resolved with simple exchange and clarification. Share questions with FATE board members when further assistance is needed. Again, in time, all will fall into place.

Promoting Best Practices/ creative support by Session Chairs for Panelists

We have an older file that continues to get passed around to session chairs to assist them in their efforts to keep their panelist mindful of time. It is basic and the practices shared within it can easily be edited or added to by the conference planning team. Feel free to add your flair & work with the VP of Communications to disseminate on our Conference web page.

Session chairs are expected to engineer the order and structure of their session. Time allowances/presenting format should be clear early on. Having time for questions and comments at the conclusion of a session is often desired, but will only happen if the session chair offers clear expectations.

Session chairs are also welcome to try and unite their panel in advance through conference calls, group email dialog, etc. As hosts, they can get creative with how they bring together their

participants and inspire interactivity. Following the event, Session Chairs should also be promoted to suggest panelists share their papers with the FATE in Review Editor, etc.

In addition to the best practices file being available online, regular emails from the Program Coordinator to all Session Chairs is suggested to clarify any individual's questions with answers for the good of all or as a form of preemptive strike to an inbox full of anticipated questions. We'd like to believe that all Session Chairs are communicating with the panelists they're hosting in a timely manner, but not all will. The conference web page can be updated as often as needed. Please just send any copy changes to the VP of Development as they are needed.

Our communication lines work as follows: The Program Coordinator will email Session Chairs. Session Chairs will email their panelists/participants. In theory, questions from panelists should go through session chairs before reaching Program Coordinator... and this is typically the case, but some questions will come from panelists/participants directly back to the Program Coordinator. In addition, the VP of Communication can send out mass or targeted E-Blasts when needed for important calls, deadline reminders, and information updates. There will be no one perfect line of communication (as there never is with creative readers), but working together, we can do our best to connect with as many folks as possible.

Registration:

Advanced Registration

Once the initial conference budget is settled, conference registration fees will be determined. These should be made public in conjunction with the open call for papers.

Various rates will be offered, increasing as the conference approaches. Our goal is to offer these 3 categories:

- Early Bird: This is offered during a period of 1-2 months when session participants are being accepted. This discount is our "thank you" of sorts for being a presenter. This rate is open to all however.
- Advanced: This is offered for the longest period of time. Its cutoff date will coincide with deadlines from the hotel for Food and Bev orders & down payments. This is usually 1 month prior to the conference.
- Regular: Folks who choose this rate often pay onsite, but we try to promote as little onsite registration as possible.

"Onsite" Registration

Folks will register online whether on or off site. HOWEVER, a registration table will be onsite to not only assist with registration, but support conference check in & offer information. Space will be needed to disseminate swag bags and name tags. A computer and printer should also be onsite for registration and name tag printing.

One Day Registration

This may be offered elsewhere at other conferences, but is not supportive of the kind of environment we wish to create at our conferences. We do not offer this possibility. However, be prepared for requests for them.

Budget Considerations:

Various budget considerations are discussed elsewhere in this document; however, below you will find further discussion on some key areas of the budget. The VP of Biennial Conference, VP of Finance and FATE President will work together to construct and balance the conference budget throughout conference planning.

Profit Share

What's shared in profit share... what isn't

Budget Deadlines

Deadlines for Budgets to VP of Finance? Maybe we should use a word other than deadlines?

Audio / Visual Costs

Food and Beverage Costs at Conference

"Math" of food and bev... and the joys of buffet eating over fancy plating.

Transportation Costs

Reception Costs

How the exhibition entry fees are shared. When sharing the whole costs (closed reception) or partial (when open to the public)... or can host institutions pay this in full to soften the budget.

Swag Bags, Names Tags and Incidentals

Vendors and Corporate Sponsorship

The VP of Development works in advance of the event to secure various corporate sponsorships. Enough table space will be needed at the conference site for these vendors therefore it is important they are involved in hotel space accommodation negotiations. Vendor support is key in keeping our overall conference costs down.

When selecting vendor space it is important that they will be in an easily accessible area but also in a space that can be locked up overnight. Using this space for morning and afternoon coffee breaks is also helpful to generate more member traffic to the vendors. Keeping the vendors happy ensures future affordable FATE conferences.

Special Event Considerations:

Member's Exhibition

Since your connection to area exhibition spaces is stronger locally, the location(s) and possible theme of this event is fully up to the host institution. The juror is also selected by your institution and can be paid for this based on overall event budget. Food & Beverage is also shared within the overall conference budget. Recent exhibition entry fees have ranged from \$25-\$35 dollars to current FATE members.

Keynote

The final decision on this is also up to the host institution, but discussions with the VP of Finance is key as negotiations are made for payments. In our hotel agreement, we are typically given various free hotel room nights and suite upgrades. For example, for every 40 nights booked in our hotel room blocks, we might be given 1 free night. These will add up and be used to keep our costs down particularly in this area. Through our agreement rewards, covering the Keynote's hotel stay is a priority. Travel and food costs, however, will need to be considered along with speaking fees in determining whether a keynote is the best fit. Keynotes are also welcome to attend the conference so breakfast and lunch will already be included in their waived registration costs.

Other Events Highlighting your Community

Through past conferences, we've had success having evenings event revolving around a keynote address and member's exhibition. But the structure of when these happen doesn't have to be locked into the format used in the previous conference. Consider other community events and creative experience you think will enrich the conference and showcase your city best. If we work together to prioritize and balance our budget as we plan early on, we can make these unique events the most memorable aspects of your conference.

ThinkCatalyst

The FATE board has welcomed [Integrative Teaching International](#) (ITI) to host a ThinkCatalyst prior to our conference since 2013. Their mission is closely aligned with FATE's and the collaborative conversations that take place set a nice tone for our conference's goal of creating a non-hierarchical environment of academic exchange, we find this to be supportive promotionally. Our post conference surveys also continue to show that this is a favored event, so we plan to continue this offering. When we negotiate with the hotel we secure their limited room needs free of charge to them. We also negotiate their AV needs into our ITI is responsible for covering any food and beverage needs on their own.

FATE Awards

During our last conference, 3 awards were given: 2 for Educator Awards & 1 for Leadership. The FATE board organizes the Review Committee for this process & FATE is solely responsible for the monetary awards given to these educators. When possible, the conference fee is waived for the award winners (FATE pays the value of their food & beverage cost) and a free night stay is given (through free hotel nights awarded through conference hotel contract).

3 "Shout Awards" were also awarded to Adjunct/non-tenure track faculty through the FATE Positive Space podcast. These were offered to achieve 3 objectives: 1) support the mission of FATE 2) support a felt need by all conference planners of those less supported by their administrations and 3) create more publicity for the conference. Due to this shared perspective the early bird conference fee for these winners was split in our profits share calculations.

In 2017, when the Hotel offered various room upgrades, these winners were awarded these rooms due to a decision made by the VP of Biennial Conference and the FATE President. (The educator & leadership winners also received 1 free night stay at the hotel.) If this opportunity is awarded again, FATE requests that award winners receive these upgrades where possible as other conference planners & board members also receive these supportive perks for the conference planning efforts.

Award winners are announced in advance of the conference and their bios are shared in the conference program. We suggest honoring these winners during the event in conjunction with the Keynote or Members Exhibition event in some way. In the past, when we've honored them during meals, we've found that the audience is less attentive and survey feedback suggests that folks value meal times for a chance to make connections.

FATE Business Meetings

As our By-Laws state, we are to have a business meeting open to all members during the conference. The structure of this meeting is the responsibility of the President. A larger breakout room should be set aside during the conference for approximately 1 hour. Scheduling this during breakfast on the second day of the event is preferred.

The FATE Board and conference committee will also have a FATE board meeting onsite. This is not made public and should occur on the evening prior to the event. It is also a great time to look back at how much we've accomplished since we first meet at the Pre-Conference Board Meeting and celebrate a job well done!

Past Conference Survey Responses:

We've used Survey Monkey for the 2013 & 2015 conferences to get feedback from attendees. These surveys are sent to attendees approximately 2 weeks after the conference & are made available for a month.

FATE Conference History:

We'll admit that we haven't always been diligent in passing along the clearest historical records in the history of our organization, but as time allows, we've been working on collecting past data & organizing some digital archives. In our efforts, here is what we've found so far in regards to past conference coordination. .pdf copies of the 2015 & 2017 conferences programs are available on our website and within shared conference planning files.

2017: 16th Biennial Conference

Beyond the Core, Kansas City, MO

4/6/17-4/8/17, ITI event 4/5/17

Keynote: Enrique Martinez Celaya

VP for Biennial Conference: Steve Snell (Co-VP, Program Coordination)

Caleb Taylor (Co-VP, keynote, gallery)

Brett Rief (left KCAI after 1st year of planning)

Hotel: Intercontinental Kansas City at the Plaza, 401 Ward Pkwy, Kansas City, MO 64112

Registered Attendees: 480 (20+ no shows due to tornadoes in Southeast)

Panels: 81

\$\$\$ Conference Rates:

Early Bird: Member \$285, Grad \$195, Retiree, \$215

Advanced: Member \$315, Grad \$195, Retiree, \$215

Regular: Member \$345, Grad \$210, Retiree, \$230

Onsite: Member \$360, Grad \$210, Retiree, \$245

2015: 15th Biennial Conference

Tectonic Shifts: Breaking New Ground, Indianapolis, IN

3/26/15-3/28/15, ITI event 3/25/17

Keynote: Wayne White

VP for Biennial Conference: William Potter, Herron School of Art & Design

Other Key Players: Sherry Stone (Program Coordination)

Nancy Wright (assisted with Hotel negotiations, staff member of greater university)

Reagan Furqueron (assisted with Members show & Volunteers)

Hotel: Westin Indianapolis, 50 South Capitol Ave.

Registered Attendees: 444

Panels: 91

Conference Rates:

Early Bird: Member \$325, Grad \$195

Regular: Member \$350, Grad \$195

Onsite: Member \$375, Grad \$220

2013: 14th Biennial Conference

postHaus, Savannah, GA

4/5/13-4/7/13, ITI event 4/4/13

Keynote: Tim Rollins

VP for Biennial Conference: Chris Kienke, Savannah College of Art & Design

Other Key Players: Heather Deyling

Chris Olszewski

Hotel: Hyatt Regency Savannah-RiverFront Hotel, 2 W Bay St

Registered Attendees: 530

2011: 13th Biennial Conference

On Stream, St. Louis, MO (Joint with Mid America College Art Association)

3/30/11- 4/2/11

Keynote: A juggler we don't talk about...

VP for Biennial Conference: Jeff Boshart, Eastern Illinois University

Hotel: Hilton St. Louis at the Ballpark, 1 South Broadway

\$\$\$ Conference Rates: Early Bird: \$295, Registration: \$325, Late Registration:

\$350, Grad Student: \$ 100 (no deadline), Day Rate: \$125,

Meals only: \$40/meal, \$25/continental breakfasts (*Membership \$50*)

2009: 12th Biennial Conference

Confluence, Portland, OR

4/1/09-4/4/09

Keynote: Okwui Enwezor "Studio, Lab, Studio and the World: Art and Education in a Global World."

Conference Co-Chairs: Elizabeth Bilyeu, Portland Community College

Mary Preis, Pacific Northwest College of Art

\$\$\$ Conference Rate: Early Registration \$250, \$275 (Membership \$50), Grad Student Full Access \$200

2007: 11th Biennial Conference
shift, connect, evolve, Milwaukee, WI
Milwaukee Institute of Art & Design

2005: 10th Biennial Conference
Voyage: Exploring New Horizons, Columbus, OH
Theme: "Discovery, Exploring New Horizons in Art Education"
Keynotes: Virginia Postrel (Thursday am) & Chip Kidd (Friday pm)
VP for Biennial Conference: David Burghy, Columbus College of Art & Design

2003: 9th Biennial Conference
Framing Time, Sarasota, FL
4/02/03- 4/05/03
VP for Biennial Conference: Sheryl Haler, Ringling School of Art & Design
Other Key Players: Dee Hood, Program VP
Dolores Coe, Program VP

2001: 8th Biennial Conference
Taking Risks: Leaving the Safety of Our Disciplines, Boston, MA
3/21/01- 3/24/01
Keynotes: Abelardo "Abe" Morell & Catherine Hiersoux
VP for Biennial Conference: Nancy Cusack, Massachusetts College of Art
Other Key Players: Peg Turner, Program Director

1999: 7th Biennial Conference
Mapping the Creative Landscape, Fort Collins, CO
3/17/99- 3/20/99
Front Range Community College

1997: 6th Biennial Conference
Defining the Basics, Richmond, VA
3/12/97- 3/15/97
Virginia Commonwealth University

1995: 5th Biennial Conference
Visions & Revisions in Foundation Education, St. Louis, MO
3/22/95- 3/25/95
Eastern Illinois University

1992: 4th Biennial Conference
Traditions and Transition—Our Role in a Multi-cultural and Multi-Disciplinary Era
3/11/92- 3/14/92
Foundation Department at The University of the Arts

1990: 3rd Biennial Conference

Shaking the FOUNDATIONS

1988: 2nd Biennial Conference

Foundations Education at a Crossroad, Amherst, MA

4/20/88- 4/23/88

University of Massachusetts at Amherst

1986: 1st Biennial Conference

Goals and Strategies

FATE Conference Policies:

The following are listed on our conference webpage year-round:

MEMBERSHIP POLICY

All Session Chairs and Presenters must be current members of FATE by February 15th of the conference year to ensure that their sessions and abstracts are published in the conference program.

CONFERENCE PRESENTER POLICY

Any participant juried into the conference proceedings is welcome to chair 1 session and/or present a paper during 1 session only. If they choose to do both, they can do so for the same or different sessions.

CONFERENCE REGISTRATION REQUIRED

Everyone must register for the conference. The FATE conference is organized for the professional benefit of its members. Registration fees and membership dues cover the costs of the overall conference. Session chairs have the responsibility to make it clear to their accepted and invited speakers that all conference participants, including *all chairs and presenters*, must be FATE members and register for the conference.

MEDIA POLICY

Session rooms will be provided with one digital projector and one projection screen. Laptops will not be provided. Mac users must provide the proper VGA adapter for a digital projector.

SCHEDULING POLICY

It is the position of the planning committee that the first session on Thursday is as important and informative as the last session on Saturday. However, we understand that scheduling conflicts and other factors can limit participation to various times and days. Therefore, if you have such a limitation, bring it to your session chair's attention immediately upon your acceptance to the session. Effort will be made to accommodate your requests, but there are many factors that determine the final schedule, and it may not be possible to meet your individual needs. The conference director's decisions on scheduling are the final word.

CANCELLATION POLICY

After advanced registration online closes, refunds will not be offered, as payment will have already been submitted to all conference programming. The processing fee for reimbursement will be deducted from your refund.