



Tasmanian Catholic Schools Parents and Friends Federation

INVITATION TO HOST THE ANNUAL CONFERENCE GUIDELINES

General

The hosting of a conference is an opportunity for a school to promote itself, Catholic Education, the Federation and the local area. Nominations to host a conference are called through the region with the final decision made by State Council.

The overall organisation of each Conference is the responsibility of State Council. This is facilitated through the Executive Officer following directives from State Council.

The main responsibility for the Host School is to provide the facilities for the conference. This includes an appropriate setting for the Conference opening. The Host School provides morning tea on the Saturday and Sunday; Lunch on Saturday and Sunday; and afternoon tea on Saturday. The Host School is responsible for arranging the Mass on Saturday evening and the Conference Dinner, also on Saturday evening. **The Conference content and program are organised by State Council.**

The close liaison between State Council, Executive Officer and the Host School ensures a smooth running and successful Conference.

Conference Venue:

- (a) Capacity to seat up to 150 people in one place.
- (b) Capacity to serve morning and afternoon teas and midday meal for up to 100 people with up to 150 people for Saturday morning tea.
- (c) Provision of presentation aids (e.g. pp, overhead etc).
- (d) Ability to provide some secretarial services.
- (e) Maps of the School's location and layout highlighting important/appropriate venues for the Conference are to be provided.

Accommodation:

- (f) Provision of a list of various types of accommodation for delegates for Friday and Saturday nights. Accommodation that involves up to 30 minutes traveling time to/from conference venue should be considered.

Team of Helpers:

- (g) Provision of a team to facilitate all necessary operations to conduct the Conference and manage the various venues.

Finance:

- (h) Each delegate pays a Conference Registration Fee as well as the Conference Dinner Fee.
- (i) Through liaison with State Council, catering costs can be determined.
- (j) Executive Officer collects fees for Conference Registration and Dinner. The Host School sends an account to State Council Treasurer for hosting the Conference. Costs for items such as gifts are deducted prior to the account being settled. An advance of funds can be made to the Host School to assist in covering early expenses associated with the Conference.

Conference Programme:

- (k) The Agenda and speakers for the Conference are set by **State Council Executive.**

Selection Criteria:

- (l) Special consideration is given to the awarding of the Conference to coincide with a significant event such as a 50 year celebration or similar.
- (m) Consideration is given as to whether the school had hosted a Conference in recent times and whether a Conference has been held in a district recently.
- (n) A school may receive a higher priority of consideration given special circumstances that give some additional prominence to the school that promotes the advancement of Catholic Education in some appropriate way.
- (o) Reasons as to why any particular application was unsuccessful may not necessarily be given, but State Council Executive may offer some advice as to what deficiencies may have been apparent.
- (p) Changes to a Conference venue may be deemed necessary due to extenuating circumstances. State Council Executive will arrange this change giving consideration as to the circumstances and the time frame available.